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ABSTRACT

The Center for Vocational Education is continuing its programatic research efforts to develop more effective procedures for identifying valid and necessary curriculum content. The occupational task survey report for the occupation of general secretaries is a product resulting from this effort. The task inventory data summarized were collected in eight States (Mississippi, Wisconsin, New Jersey, Washington, Ohio, Oklahoma, New Hampshire, and California). More than 700 secretaries and their supervisors responded to extensive Task Inventory Questionnaires. Data concerning worker performance, judgments about the criticalness of performance and training, and supervisor expectations were obtained through a set of 12 experimental questions for each identified task. Survey responses are presented in highly summarized and abbreviated tables. Table 1 (27 pages) contains data summaries pertaining to varying degrees of job relevance for 297 tasks of general secretaries. The summary task data are reported through the use of percentages, averages (means), and category labels. Additional tables of task data on specific items are appended. Implications from the survey about worker-supervisor differences, training needs, problem areas, and supervisor suggestions for improving performance are discussed. Appended materials (140 pages) include: a bibliography, background characteristics of respondents, and further tables of task inventory data. (Author/BP)

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Research and Development Series No. 109

OCCUPATIONAL SURVEY REPORT ON GENERAL SECRETARIES:

Task Data from Workers and Supervisors Indicating Job Relevance and Training Criticalness

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THE CENTER MISSION STATEMENT

The Center for Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning and preparation. The Center fulfills its mission by:

- Generating knowledge through research
- Developing educational programs and products
- Evaluating individual program needs and outcomes
- Installing educational programs and products
- Operating information systems and services
- Conducting leadership development and training programs

FOREWORD

The Center for Vocational Education is continuing its programmatic research efforts to develop more effective procedures for identifying valid and necessary curriculum content. One interim product of this effort is this task survey for the occupation of General Secretary. The descriptive data summarized and reported herein were collected in eight states across the nation. This survey serves as one component of a long-range and multifaceted R&D effort directed at establishing effective procedures for identifying appropriate curricular content in vocational education and occupational training. With its focus upon the performance content of an occupation, the present report augments a parallel concern for the conceptual and affective content of training curriculums. The study was conducted at The Center within the "Methods for Curriculum Content Derivation" research and development program.

It is hoped that, while research continues on procedures for determining relevant and critical content for curricula, the task inventory data summarized in this report may also be of use to practitioners and researchers concerned with curriculum matters. The Center welcomes questions and comments which may be helpful to the research team in their ongoing efforts.

The Center expresses its appreciation to the state agencies that were responsible for administering the Task Inventory Questionnaires to workers and supervisors. The following individuals were instrumental in the success of this effort: Richard L. Barker, Deborah L. Bloxom, James L. Blue, Ross Byrd, Gloria Cooper, Griff Dye, Fern A. Green, Tom L. Hindes, Larry D. Johnson, Joseph F. Kelly, Ronald Meek, James F. Shill, William W. Stevenson, James E. Wall, Patrick J. Weagraff, and Clifford Zenor.

The Center also expresses its sincere appreciation to the many participating employees and business firms in eight states for their involvement in the study. Their cooperation and attention to this performance survey were invaluable contributions to its success.

In combination with surveys performed concurrently on two additional occupations, more than 700 employees (workers and supervisors) responded to extensive Task Inventory Questionnaires. Worker performance data, judgments about the criticalness of performance and training, and supervisor expectations were obtained through a set of 12 experimental questions for each task of an occupation. This wide-scale application of the task survey approach represents a signal achievement for the public education system, demonstrating the feasibility of gathering such data voluntarily from a non-captive audience of many workers who are directly involved in the real-world performance situation and its requirements. Too, the cooperative network of state vocational education agencies served as an effective system for contacting local employers and workers, benefiting from the interrelations existent between the educational and the employment settings.

Robert E. Taylor
Director
The Center for Vocational
Education

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INTRODUCTION

This occupational survey report contains a brief description of the "Task Inventory" method and a series of data tables displaying survey responses obtained for the occupation of General Secretary. Both General Secretaries and supervisors of General Secretaries answered task questionnaires during the first half of 1974. The summaries of the task data should be useful for secondary, postsecondary, and industrial programs of instruction.

Task Inventory Questionnaires on the work activities (tasks) of General Secretaries were part of an occupational performance survey across eight states, distributed geographically throughout the nation. Employers and employees generously donated considerable amounts of time and effort. The survey was implemented through a network of eight state curriculum laboratories, research centers, and vocational education agencies. These agencies provided extensive coordination with local employers and employees, permitting effective accomplishment of the research effort.

The eight-state survey contained Task Inventory Questionnaires for three occupations: General Secretaries, Business Data Programmers, and Automotive Mechanics. Companion reports are being published concurrently for each of the other two occupations. Subsequent reports will note the use of this data to identify the more critical training content for each occupation, and demonstrate the application of the process being developed to accomplish such task selections. Earlier studies in this program reported task lists generated for each of the three different jobs, with these jobs serving as research vehicles throughout the entire project.

Definitions of Terms

Several key technical terms are used throughout this survey report. They are defined here to allow the reader to differentiate between them and to understand their usage in this study.

Occupational Area: A cluster of closely related jobs, where that relationship depends upon commonly accepted groupings of jobs by reason of similarity of data systems included, type of equipment worked upon, subject-matter content needed, or technical concepts involved. Though sometimes comparable to a career ladder or lattice, a job cluster may encompass occupations of a somewhat broader nature. An occupational area or cluster of jobs may also be labeled as an occupational field.

Job: A specific vocation, trade, profession, craft, or occupation serving as a line of work or employment, where most workers typically are called by the same or synonomous job title. A job is not limited to one employment position or one grouping of workers within a single employing firm. However, it is located at only one status level in an occupational area or career ladder, and is distributed across many employment settings.

Occupation: Same as "Job."

Duty: An arbitrary division of a job (or of an occupational area) into functional categories of related tasks for descriptive purposes. Duties are usually stated as a general area of responsibility, with action words ending in "ing"--gerunds.

Task: A meaningful unit of work activity, generally performed on the job by one worker within a limited period of time; a purposeful job-oriented activity of a worker. In most instances a task should be stated such that it would be reasonable for a worker to answer "how often" he performs that task on his job.

Task Inventory: A comprehensive listing of tasks performed by workers in a job or occupational area. When a task listing is combined with one or more questions to be asked about each task, the resulting instrument is called a Task Inventory Questionnaire.

Work Activity: Same as "Task," as used in this report. Implies a purposeful unit of work having direct value in accomplishing the goals of the job. Thus, it would not be a component part of a task such that it had value only in relation to that task, but is in fact a meaningful task of the job itself.

Overview of the R&D Program Served by This Survey

Those individuals involved in the development of vocational and occupational training programs need effective procedures to aid in the identification and selection of content with known relevance to occupational performance requirements. They need to be able to assure users of their curricula and instructional materials that the things to be learned in the training program are the things most appropriately learned there, and that when they use their materials, students will be learning skills which are important to and required for effective performance in the occupation.

The Center's research program on curriculum content is concentrating its resources on the development and testing of systematic methods and techniques. The resulting procedural models should help in the identification and selection of critical content for inclusion in vocational and occupational instruction programs. The overall study hopes to produce a comprehensive set of systematic and efficient procedures for deriving relevant and critical training content based upon requirements of work performance situations. The present report is one product of this ongoing program of methodological research.

The overall objective of the current project is the development of methods for using timely, firsthand occupational task information to identify critical performance requirements that warrant formal training. However, the methods under development are not limited to application in this study. They are being designed for use in many occupations of interest to public education and to industrial training. When fully developed, they should be especially important for planning curricula in situations where there is uncertainty about the occupational requirements and of the critical training content.

In this identification process it is assumed that cost-effective, pre-employment training programs necessarily will not attempt to train students for all tasks performed by experienced workers in an occupation, but rather will assure inclusion of those learning requirements essential for employment and effective job performance. Thus, identification of tasks most needing training prior to employment is necessary for planning efficient training programs.

The basic issue of task selection is to identify those tasks having the greatest training criticalness, and eliminating the merely "nice-to-know" and unessential learning requirements. The intent is to have procedures to select tasks in a systematic way, using data obtained from persons most closely associated with and knowledgeable about what is in fact required on the job. By such procedures it should become feasible to make curriculum content decisions which are data based and data substantiated, instead of relying solely upon a panel of advisors or the experience of individual instructors.

Task Inventory Questionnaires are able to obtain this data base from a broad representative group of directly-knowledgeable persons. Rules for processing these data will be developed and tested. Subsequently these rules would be applied to task data to indicate whether each task should be selected or rejected for further training consideration. The selection procedures will systematically process a large data base of task information, so it may be used more readily as an information source by those persons who must ultimately make the curriculum content decisions; the rules for selecting tasks will not themselves actually make curriculum decisions. In later program work, there will be an attempt to identify the most efficient set of effective rules and supportive data.

For making curriculum decisions and plans, there is a real need to distinguish between that job content which is relevant to workers in the occupation and that relevant job content which is important for pre-employment training. Comprehensive listings of potential tasks performed by workers in an occupation, in conjunction with data about how many workers do and should perform each task, help establish the relevance of the tasks to that job--at least for purposes of making decisions about training programs. Though some tasks may properly belong to a particular occupation, there would seldom be a concern for pre-employment training on any task unless it would likely be performed by some minimum number of workers. Other information about task performance is also helpful in establishing a task's relevance to the job. Such information as (a) how often a worker typically does the task, (b) how important or significant the task is to the job assignment, and (c) the amount of time spent doing each task are all meaningful indicators of task relevance. These kinds of information have been traditional measures often used to describe the work that is pertinent to an occupation. This job description information is one very important determiner of what is appropriate for training, but certainly not the only necessary ingredient.

From those tasks found to be a reasonable part of the occupation (that is, job relevant to varying degrees), it then becomes meaningful to determine which of these curriculum candidates are worthy of some expenditure of instructional resources and student time. Additional kinds of task information are needed to focus attention on the critical training needs, though some of the relevance data may also be useful for this purpose. Selecting which job-relevant tasks should be of training concern is a more uncertain process than determining their performance characteristics and relevance.

Some relevant tasks may occur quite often, but be of trivial interest for pre-employment training programs. This can occur for several reasons: (a) most students could be expected to be able to do the task before entering training, (b) training could be accomplished equally well or better on the job,

(c) extensive job experience may be needed to learn a task, (d) task performance may differ quite radically among employment situations such that no standard learning approach is possible, or (e) only the more experienced workers are expected to perform a particular task, such that early learning of it would not likely be retained until needed. Conversely, the learning need may be immediate and obvious.

Also, other relevant tasks may or may not be appropriate for training because of a wide range of other reasons. While full resolution of this issue cannot be expected, there are some kinds of task information that can reasonably be expected to provide important cues about areas needing training attention. Certainly useful would be knowledge of which tasks are related to on-the-job performance problems and difficulties. To benefit from the experiences and judgment of those persons who are close to the job and aware of the realities of the work situation, it would also appear useful to ask such persons where they feel each task should be learned.

For conducting research to generate reliable and meaningful selection rules, there was a need to have sufficient task data to examine several options. The data gathered on General Secretaries, and reported herein, partially served this need.

The next section of this report contains a brief description of the "Task Inventory" method and is followed by a description of the survey design for the method as used in this study. Two sets of data summaries are then presented. A highly summarized set of data is presented first. This summary should be of use to individuals involved in curriculum development for secretarial occupations. A set of more detailed data summaries is included in Appendix C. The detailed summary tables would seem primarily useful for reference by individuals who conduct curriculum research and occupational performance surveys. An initial version of inventory and survey procedures was described in an earlier program report (Melching & Borcher, 1973), and a revised and expanded manual of procedures is planned for the completion of this series of studies.

THE TASK INVENTORY METHOD

The "Task Inventory" method is a survey-questionnaire approach to job analysis being tested for providing performance data of use in deriving relevant and critical curriculum content for occupational training programs. Employing a comprehensive listing of job tasks, knowledgeable persons are asked one or more questions about each task. This information is then summarized in a manner suitable to the particular analyses that may be desired.

The methodology in this study is an adaptation of the processes for conducting occupational task surveys developed over the past 15 years by the U.S. Air Force (Morsh & Archer, 1967; Christal, 1974). The general notion of task listings as the basis for a wide sampling of worker responses is not new, having been the form of a survey of 1,845 workers over 871 activity statements for an occupational area that was reported by Charters and Whitley 50 years ago (1924). One of their purposes at that time, as ours is now, was to determine the job performance requirements for use in defining and justifying curricular content. Renewed interest in this form of occupational surveying was sparked by Rupe as a result of his comparative study of several job analysis methods (1956). With the advent of widely available computer processing for survey data, the survey process became quite feasible to include the capability of new and expanded possibilities for data analysis. This method is used to produce a comprehensive description of what is done by workers in a particular occupation or occupational area. It makes use of an empirical base of timely performance and criticalness data provided by persons close to the current performance of an occupation, usually workers and supervisors, representative of a wide scope of occupational performance situations.

The Task Inventory method now consists of a number of integrated steps which assist researchers and curriculum developers to move from the definition of the training and occupation of interest, through data collection and analysis, to curriculum content derivation. Elements of the process presently include:

1. Definition of the scope of the occupational training interest (such as the job setting, related jobs within an occupational area, and performance contingencies).

2. Development of a comprehensive list of potential tasks performed by workers within the work scope defined, with tasks stated at a level and in a form suitable for making curriculum plans and decisions.

3. Selection of questions to be asked about each task to provide desired descriptive data on task relevance and/or criticalness.

4. Pretesting of instructions or new question formats.

5. Design of a sampling plan to obtain representative task data.

6. Preparation, printing, and distribution of the task questionnaires (including background items on respondents, work settings, and organizations).

7. Administration of the questionnaires to workers and supervisors in accordance with the sampling design.

8. Preparation of the questionnaire data for computer processing.

9. Computation of selected descriptive summaries of response data for each task for each job, or for other population subgroups within a job.

10. Preparation of a report of data obtained from the occupational survey, for sharing with others.

11. Completion of selected analyses of the data, depending on purposes to be served.

12. Preparation of reports to be used for curriculum development and evaluation.

The current program of research seeks to establish additional elements of the process, by which task data may be used efficiently in selecting critical performance training requirements, given the determination of what tasks are relevant to an occupation of interest. The present report is a product of Element 10 above.

Advantages

There are a number of advantages to the use of the Task Inventory method. Elaborating upon advantages noted by Christal (1970), the method includes such advantages as:

1. Representativeness. Data can be collected from many persons who are directly knowledgeable of what does and should occur on the job, and this data can be separately constructed for population subgroups to permit group or situational comparisons and contrasts.

2. Economy. Data can be collected from many persons by questionnaire for less than it would cost to collect data from a few persons by standard job analysis methods. Repeated data collections permit reuse of previously constructed inventories and data. The questionnaires can be mailed and self-administered.

3. Comprehensiveness and Validity. Extensive inventories of job activities are promoted, permitting response data to point out variations in job relevance of the items, unprejudiced by preconceived notions of what

is relevant and critical. Use of task recognition, rather than recall, enables respondents to provide far greater detail and completeness in the available time.

4. Comparability. Research substantiates the reliability of group responses. Standardization of items and response formats permits assessment of trends over time, and comparison with related jobs or other inventory studies. The comparative analyses permit resolution of some uncertainties with respect to regional differences and of newly emerging job types within an occupational area.

5. Quantification. The questionnaire information for the most part is quantifiable, allowing it to be stored, processed, analyzed, and reported by computer. Conventional statistical techniques may be applied in many instances to produce desired analyses.

6. Job Improvements. Clues may be obtained by certain task questions for areas and means where some job improvements might be very useful. Additional clues can be obtained for redesigning jobs and job lattices.

Limitations

The major limitations of the Task Inventory method appear at the present to include the following:

1. Response data now are limited to what is the state of affairs at the time questionnaires are administered, yielding no estimates of future requirements (though this can be tempered somewhat by repeated administrations and analysis of trends).

2. Descriptive job summaries are dependent upon the merit of the tasks originally identified. If the task listing is incomplete or the tasks poorly stated, the questionnaire data cannot compensate for this. There is a fairly high cost involved in constructing the first comprehensive list of tasks, particularly for highly skilled and professional occupations. However, this cost should be rapidly amortized through repeated usage.

3. There remains professional disagreement on how to use the questionnaire data to make specific training curriculum decisions. There is uncertainty as to what

task information is needed for identifying areas of training concern. Information pertaining to job relevance is only half the picture; there is still the need to determine for which relevant tasks training is important. For routine occupations, data on "proportion of time spent on each task" or on "frequency of task performance" seem to be useful for describing tasks of relevance and significance to an occupation. However, for less-routine jobs (such as those of craftsmen, professionals, supervisors, salesmen, and others having many tasks to their job) other measures seem more meaningful, particularly the question on "the extent to which each task is a significant part of the job." Data from this survey will subsequently be used to provide some initial resolution of this issue, particularly as it pertains to the making of training curriculum decisions. Performance data, however, does permit reasonable assessments by training personnel of what content is outdated and irrelevant in their existing curriculum.

4. There is uncertainty also as to the form and specificity for stating tasks of an applied cognitive nature, such as those tasks portraying interactions with people and with concepts. On these matters, however, there appears to be reasonable agreement among job analysts with regard to equipment- and material-oriented tasks.

SURVEY DESIGN

Questionnaires were developed and administered to obtain information on the tasks of General Secretaries. The following sections describe the nature of that survey. Questionnaires were completed by both secretaries and supervisors.

Job Definitions

General Secretary was defined as follows:

> The General Secretary (DOT No. 201.368-018) may be identified by such other job titles as:
>
> a. Secretarial Stenographer
> b. Girl Friday
> c. Secretary

In general, the General Secretary is one who schedules appointments, gives information to callers, takes dictation, types, and otherwise relieves officials of clerical work and minor administrative and business detail. They may file correspondence and records, take dictation in shorthand or on machine, transcribe notes or recordings, compose and type routine correspondence, answer telephone and give information to callers, greet visitors, arrange travel and reservations, record minutes of meetings, keep personnel records, and supervise clerical workers. They do not typically concentrate upon only typing, transcribing, filing, receptionist, or clerk activities, but generally have more versatile roles in a business office.

The definition of a Supervisor of General Secretaries is given below:

The Supervisor of General Secretaries may be identified by such job titles as:

a. Office Manager
b. Department Manager
c. Administrative Officer
d. Personnel Officer
e. Head of Secretarial Services
f. Chief Clerk
g. Professional Worker (for example, insurance agent, building contractor, business executive, school principal, agency official)

These persons supervise and coordinate activities of the secretarial and clerical staff of an establishment. Supervisors may prepare work schedules, review work performed, prepare employee ratings, prepare records and reports, coordinate work with operations of other departments, analyze unit operating practices, issue and interpret operating policies, train subordinates, recommend or initiate personnel actions, and similar supervisory activities. Additionally, they may perform technical or professional activities in their own job specialty.

The Task Inventory Questionnaire

The Task Inventory Questionnaire used in this study consisted of a checklist of 492 secretarial science tasks and 12 questions to be answered about the tasks.[1]

The task list used in this study was composed of work activities from a variety of job types in the general occupational area of secretarial science. Thus, there also were tasks for executive secretaries, bookkeeping and accounting, administrative assistants, and others. These items resulted from a process of reviewing, rewriting, testing, and modifying the task statements from a previous study of the entire cluster of secretarial science jobs (Borcher & Joyner, 1973).

The task questions used in this study, and their subsequent use for selecting the more critical performance training needs, were adapted from procedures developed for the U.S. Army by the Human Resources Research Organization (Ammerman, 1964, 1966) and a scale of item significance developed by Hemphill (1960). These additional task questions supplement the "relative time spent" data which were gathered in the earlier study by Borcher and Joyner.

Five questions were answered by workers; that is, by General Secretaries. Another seven questions were answered by supervisors of General Secretaries. Worker questions are arbitrarily numbered as 1, 3, 6, 8, and 12. Four of these worker questions (1, 3, 8, 12) parallel certain of the supervisor questions (2, 4, 9, 13), differing primarily in the way a question is phrased for the particular type of employee. Supervisor questions are associated with numbers 2, 4, 7, 9, 10, 11, and 13.

The 12 questions were intended to provide two types of information. Seven questions were intended to obtain information descriptive of job relevance and task performance. Five questions were intended to obtain information concerning training criticalness. Workers responded to four questions descriptive of task performance and one question concerning training criticalness. Supervisors responded to three questions descriptive of task performance and four questions concerning training criticalness. The following illustrates which types of questions were to be answered by workers and by supervisors.

---

[1] Due to the research objective of obtaining a comprehensive data base for examining task selection procedures, the Task Inventory Questionnaires (TIQ) used in this study were unusually long. For most other purposes, a much shorter TIQ would be obtained by using fewer task questions or by distributing portions of the questionnaire over subgroups of employees. However, there usually would be a need for a larger number of employees answering each task question, to assure stability of the summary data to be obtained.

	Seven Questions Descriptive of Job Relevance and Task Performance	Five Questions Providing Ratings of Training Criticalness
Workers	Q1: Task Occurrence Q3: Frequency of Performance Q6: Extent Task is Part of Position Q8: Importance to Job	Q12: Learning Location
Supervisors	Q2: Task Occurrence Q4: Frequency of Performance Q9: Importance to Job	Q7: Time to Qualify Q10: Possible to Improve Procedures Q11: Poorly Performed Task Q13: Learning Location

In brief form below are the questions and the response scales associated with each.

Question 1: Task Occurrence (Workers)

During the last year or so in your present job position as a General Secretary, which of the activities have you performed?

Response: Check mark for each task performed.

Question 2: Task Occurrence (Supervisors)

From your experience as a supervisor of one or more General Secretaries, indicate which of the activities should be performed by General Secretaries in your operation; that is, by such employees under your supervision in your office or firm. Indicate which tasks your General Secretaries should be doing as part of their job, even if only done once.

Response: Check mark for each task that secretaries are expected to do.

Question 3: Frequency of Performance (Workers)

How often have you been performing each of the activities done by you (as checked in Question 1)?

Categories of the Response Scale:

a. Have done, but don't normally do.
b. Less than once a year.
c. Once a year.
d. Once a month.
e. Once a week.
f. Once a day.
g. Several times each work day.

} on the average over the last several months

Question 4: Frequency of Performance (Supervisors)

From your experience as a supervisor of one or more General Secretaries, judge about how often a typical General Secretary in your operation should perform each of the activities you checked (in Question 2).

Categories of the Response Scale: Essentially identical to those of Question 3.

Question 5: Relative Time Spent (not used in this study; reported in Borcher and Joyner, 1973)

Question 6: Extent Task Is Part of the Position (Workers)

Answer this question so as to give the best description you can of what you do in your present job as a General Secretary. For each task statement, rate how significant a part of your job it is. Consider and weigh its importance, frequency of occurrence, relevance, and any other factors which you think determines to what extent the task is part of your position. In your own mind, combine these factors into a single rating of how significant a part of your job it represents.

Categories of the Response Scale:

a. Definitely not a part of my job.
b. Under unusual circumstances may be a minor part of my job.
c. (not defined)
d. (not defined)
e. A substantial part of my job.
f. (not defined)
g. (not defined)
h. A most significant part of my job.

Question 7: Time to Qualify (Supervisors)

By your standards as a supervisor of one or more General Secretaries, when do you expect that a new General Secretary employee should be capable of satisfactorily performing each of the activities you checked? That is, how soon after beginning employment as a General Secretary do you feel that employees should be able to do each activity with reasonable competency?

Categories of the Response Scale:

a. Competent performance is never necessary.
b. Some number of years beyond the first 3.
c. Within the first 3 years.
d. Within the first year.
e. Within the first 6 months.
f. Within the first 3 months.
g. Within the first month.
h. Within the first week on the job.

Question 8: Task Importance to Job (Workers)

What degree of importance would you assign to each job activity you perform. Judge the importance of each activity in regard to its contribution to effective operations in your office or firm.

Categories of the Response Scale:

a. Low importance (relatively unimportant part of the job).
b. Moderate importance (important but not essential).
c. High importance (essential part of the job that decisively influences the effectiveness of the office operations).

Question 9: Task Importance to Job (Supervisors)

Based upon your supervisory experience in your present operations, what degree of importance would you assign to each job activity that is appropriate for your General Secretaries. Judge the importance of each activity in regard to its contribution to effective operations in your office or firm.

Categories of the Response Scale: Identical to those of Question 8.

Question 10: Possible to Improve Procedures (Supervisors)

(Part 1) Based on your total experience as a supervisor of General Secretaries, do you feel that for some of their work activities there could be a better or more effective way of doing the activity? That is, of the activities you checked (in Question 2), could an improvement be made on the present way in which General Secretaries typically perform an activity?

Response: Check mark for each task where procedures could be improved.

(Part 2) For those activities checked as possible to improve procedures, suggest the main way for improving such procedures.

Categories of the Response Scale:

a. Provide a readable, ready-reference handbook or similar guide for use on the job.
b. Expand, correct, or clarify the existing directives on the matter.
c. Improve the content of formal school training on the matter.
d. Provide research or special study for improving the present procedures.
e. I don't know how it might be improved, but I think it can.
f. Other (comments to be written in).

Question 11: Poorly Performed Task (Supervisors)

(Part 1) Based on your total experience as a supervisor of General Secretaries, do you feel that many General Secretaries perform certain of their activities poorly or unsatisfactorily, even after a reasonable amount of time on the job? That is, of the activities checked (in Question 2), which ones are usually not done by experienced General Secretaries as well as they could be? This is not a rating of individual secretaries, but rather an indication of activities which could be improved under the right circumstances.

Response: Check mark for each task where performance is generally unsatisfactory.

(Part 2) For those activities checked as poorly performed, suggest the main reason for such performance.

Categories of the Response Scale:

a. Lack of interest or poor attitude on the part of General Secretaries.

b. Ineffective job training on the matter, in formal school training programs.
c. General Secretaries are overburdened with more important matters, and do not have time to perform this activity properly.
d. The activity is an extremely difficult one to master.
e. I don't know the reason, but I believe the general performance by many General Secretaries is poor or unsatisfactory.
f. Other (comments to be written in).

Question 12: Learning Location (Workers)

From your total experience as a General Secretary (with present and previous employers), judge where each job activity should be learned. That is, where should a General Secretary make the main effort to learn what needs to be known about each activity?

Categories of the Response Scale:

a. Prior to enrollment in a formal job training program.
b. In a formal training program or school, before regular employment in the job.
c. On site (such as by job experience after employment, or on-the-job training).
d. Through prior employment experience in a related or lower entry occupation.
e. Other (comments to be written in).
f. There is nothing that new General Secretaries would need to learn about the activity (such as when it is not part of the job, or there is nothing of any real substance to learn).

Question 13: Learning Location (Supervisors)

From your total experience in employing and supervising General Secretaries, judge where each job activity should be learned.

Categories of the Response Scale: Identical to those of Question 12.

These questions, and associated response categories, are repeated for the reader's convenience just prior to their use in the Appendix C tables, as well as in Tables 1 and 2 of the body of this report.

Sampling Plan

Not all participating employees completed each question. There were two major groups of workers and two major groups of supervisors. One group of workers and supervisors were from the states of Mississippi, Wisconsin, New Jersey, and Washington (representing the south, north central, east, and west portions of the country). The second group of workers and supervisors were in the states of Ohio, Oklahoma, New Hampshire, and California (representing a somewhat comparable group of employees in the east central, west central, east, and west portions of the country).

It was intended for the Task Inventory Questionnaires to be administered to 18 secretaries and 12 supervisors in each of eight participating states, sufficient to allow for some loss and reduction as might normally be expected in a survey. Seven of the eight states were selected because of the existence of vocational curriculum management centers which were key parts of the National Network for Curriculum Coordination sponsored by the U.S. Office of Education. In two instances an alternate state, affiliated with a curriculum center, substituted in that geographic area to administer the questionnaires. Additionally, the northeast area was expanded to include a second administering state vocational agency. States with both very large and very small populations were in each group.

Employment sites ranged from large metropolitan areas to small isolated communities, with the major emphasis upon metropolitan areas. Business enterprises actually contacted and used were essentially targets of opportunity. They were ones available and accessible to administrators in each state, consistent insofar as reasonably possible with the instructions for identifying respondents and administering the questionnaires. Generally, employees were contacted in several different cities and industries within each state.

This diversity of locations and industries, distributed across major regions of the country, was intended to approximate a reasonable representation of the overall work situations in which General Secretaries obtain employment. While the sampling of the total population of secretaries was not strictly controlled, the actual range of variations included in the survey should certainly lend assurance of the data accuracy and meaningfulness where some concensus did occur in the data.

The following outline lists the questions that employees answered in each subgrouping:

	Questions Included in Task Inventory Questionnaires, Listed in Sequence Answered by an Individual in that Group
Workers	
Group 1	Q1: Task Occurrence Q3: Frequency of Performance Q8: Importance to Job
Group 2	Q6: Extent Task Is Part of the Position Q12: Learning Location
Supervisors	
Group 1	Q2: Task Occurrence Q7: Time to Qualify Q9: Importance to Job Q10: Possible to Improve Procedures
Group 2	Q2: Task Occurrence Q4: Frequency of Performance Q13: Learning Location Q11: Poorly Performed Task

Grouping of four states to respond to each question was a compromise solution for obtaining a broad representation of work settings, yet remain within the research resources of this project. Varied geographical and industry contexts were deliberately sought, rather than concentrating upon some restricted job market. The purpose of broad representation is to secure task information such that training program decisions might better assure that the trainees are effectively prepared for employment in a wide range of situations and opportunities. This is intended to enhance their capability of acquiring satisfactory employment experience wherever opportunities and circumstances happen to occur for an individual.

Such job mobility may not always be the goal of a particular training program, however. In instances where schools or colleges intend to offer specialized training programs that are targeted for particular employment situations, it might be more appropriate to sample employees within a specific type of industry or in a limited geographical area.

Except for Worker Group 2, all persons answered the questions only for those tasks each had checked on Question 1 or 2 as part of the job. This was done in attempting to reduce the response time for each person answering the questionnaires. (Note: In less extensive administrations, it would be recommended that employees provide a response on every item to reduce opportunity for recording error.) Questions 6 and 12 were to be answered for every task in the inventory by members of Worker Group 2, to permit Question 6 to be administered as if no other job-relevance questions were involved. All persons were informed that if there were any particular items they preferred not to answer, they were certainly free to omit that item.

The type and number of questions assigned to each respondent group allowed each questionnaire set to be completed in about three to four hours. This is far too lengthy for normal usage of Task Inventory Questionnaires. However, the various kinds of task data were necessary for one of the purposes of the overall research programs, i.e., the identification of the fewest questions which accurately detect relevant and critical training needs.[2] Such a determination should eventually permit future questionnaires for training purposes to be much briefer. The data collected do indicate that participants were patient with the present version, and made an obvious effort to respond accurately. This cooperation and effort are highly appreciated.

Network of State Agencies Providing Local Administration of Questionnaires

In addition to the participating employers and employees, the success of this wide-scale data collection effort was due in large measure to the conscientious activities of personnel in several state agencies. It was their mission to establish local contacts to secure the cooperation and response of employers and employees. Each agency accomplished this in the manner most effective for a particular state, consistent with general guidelines regarding the types of respondents needed. They administered the Task Inventory Questionnaires on a large scale, in a civilian and community context, and in compliance with the requirements of the study for full voluntary participation by each respondent. Appendix A acknowledges the responsible participating agencies and key individuals involved. Since their participation some individuals have become associated with agencies or positions different from these citations.

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[2] This identification is not part of the present report of the occupational survey.

Instructions to Supporting State Agencies

The instructions provided to guide data collection for this study were:

> Moderate-sized or large business operations should be sought. If the business is too small, the data-gathering effort becomes too time-consuming to be worthwhile, although there is no restriction against using them.
>
> At least three different employing firms should be obtained; preferably as many different employers as reasonable to get. Try not to obtain all of the same type of business firm. Generally, no more than six workers of a given job type should be sought from any one employer.
>
> Insofar as possible, try to get workers who have from two to ten years of work experience after qualifying in their job area. That is, try to avoid those with very limited or very extensive job experience. A predominance of older workers would tend to provide unrealistic job data upon which to base the training needs of new workers.
>
> Supervisors should preferably have four or more years of experience supervising workers of the particular type involved in this study. To the extent possible, seek persons who have had experience supervising a number of workers of this type.

For workers it was assumed that some minimal amount of job experience would be needed for them to recognize and provide useful indications of performance requirements. However, extensive experience probably leads to patterns of performance beyond those for which pre-employment training might be expected or is likely to occur the first few years on the job. Thus, competent workers with about two to ten years of experience in the occupation seemed most desirable. For supervisors, the more relevant supervisory experience the better. It is their extensive background which should permit them to make useful ratings and judgments.

Additional instructions also were provided on handout sheets for each agency. It is important that administrators of questionnaires be well informed of the type of employees desired as respondents, as well as how to handle a variety of contingencies that invariably arise. To assure this, key representatives of each agency met with the project staff at The Center for

Vocational Education prior to contacting employers and workers. At this one-day session, all were informed of the directions and had an opportunity to discuss individual concerns.

The Task Inventory Computer System Programs

The Task Inventory System (TIS) computer programs were designed specifically to produce descriptive summaries of the response data for each question. They were designed in a modular fashion to permit ready applicability for processing data from other task surveys that might be conducted in the future. New questions or response formats may be accommodated as needed. The TIS is composed of three programs:

1. FILEUP - FILEUP reads raw data cards, scans for inconsistencies, checks for card sequencing errors, and builds a raw data tape file (MASTER).
2. SVCALC - SVCALC reads the MASTER file, calculates summary values for each task, and creates a summary value tape file (SVFILE).
3. TABLES - TABLES reads the SVFILE and prints desired Data Summary Tables. (Tables 1-9 of Appendix C) It does not, however, print out the task statement.

The TIS has a capacity of 500 task items per job and can be used to analyze data collected on a variety of question formats, including checkmarks for applicable tasks, interval and ordinal scales, single response options on nominal scales, and combinations of checkmarks and nominal scale options. Interval scales contain the option of including or excluding the 0 scale level in computing average responses, where 0 denotes that the respondent does not perform the task. Thus, an average can be computed for only those workers who actually have the task as part of their job.

A set of valid codes for each question is utilized by the TIS to screen the questionnaire data for errors and inconsistencies. Inconsistencies may occur when a respondent does not check a task as occurring (on Question 1 or 2), but does respond on some subsequent question. Such inconsistencies result in the insertion of an invalid code by the program for the particular task item and question combination on which the inconsistency occurs. A similar procedure is incorporated in the program to recode missing data to a missing data code. As a result of these screening devices, the program bases calculations on only those responses present within the ranges of valid codes.

The summary data for each task item may consist of:

1. Measures of central tendency or average responses (means, medians, modes).
2. Measures of response dispersion (standard deviations, quartile deviations).
3. Percentage of category use.
4. Percentage of use of a specified scale range.
5. Frequency distributions of responses on a scale, and job totals.
6. Scale differences between subgroups of respondents, such as job types within an occupational area or distinct types of respondents within one job type.
7. Number of persons responding to the question.

In the data reported in Appendix C there are 134 columns of summary information given for each task. These data are grouped into seven tables to printout related kinds of task information:

Table 1:	Task Occurrence (10 columns of data)
Table 2:	Task Importance (22 columns)
Table 3:	Extent Task Is Part of the Job (13 columns)
Table 4:	Frequency of Task Performance (27 columns)
Table 5:	Time to Qualify (14 columns)
Table 6:	Learning Location (26 columns)
Table 7:	Supervisor Suggestions (22 columns)

Other reporting formats may be programmed to fit special requirements of new studies.

Characteristics of Respondents

Background data were gathered from workers (General Secretaries) on five issues: (a) present job title, (b) type of business in which employed, (c) primary source of training for the job, (d) years of experience in present job, and (e) years of experience in the occupational field. Supervisors provided background data on: (a) present job title and (b) type of business. Four additional pieces of background information were to be provided by the state agencies supporting this study: (a) specific type of business operation, (b) relative size of business, (c) relative city size, and (d) time required to complete each questionnaire. A summary of available background data for General Secretaries is provided in Appendix B.[3]

It can be noted in Table B-1 that secretaries with job titles of General Secretary and Secretary Stenographer accounted for 53% of the workers responding to the questionnaire.[4] The variability of local job titles tends to mask the actual position held, since titles of secretaries occasionally may range from Typist to Executive Secretary, even though they actually fulfill the defined role of General Secretary. Additional titles written in by workers included such job labels as Department Secretary and Senior Secretary.

Sixty-five percent of the supervisors gave one of the following as their job title: Office Manager or Department Manager, Administrative Assistant or Administrative Officer, and Executive Secretary (Table B-1). Supervisors provided a wide range of write-in job titles, including Division of Social Service Supervisor, Supervisor of Clerical Group, Superior Court Clerk, VP Education Department, Personal Secretary, General Counsel and General Manager, Coordinator of Instructional Services, Teacher Supervisor, Medical Records Administrator, Secretary to Principal and School Secretary, Assistant to Manager to Department, Export Sales Executive, Senior Stenographer, Administrative Secretary, Assistant Highway Commission Secretary, Office Services Supervisor, Chief of General Services, and Counseling Psychologist.

With respect to the type of business in which employed (Table B-2), education was the most frequent category selected by both secretaries and supervisors (26% and 30%, respectively). Manufacturing ranked second in frequency of selection by both groups (workers 13% and supervisors 10%). The balance generally were distributed across 10 of the remaining 16 listed business options. However, write-in statements of secretaries did include such business variations as municipality, auto club, state agency, equipment inventory and records systems, oil field services, oil and gas well service, processing sales transporting (oil products), electronics, exporting, and consumer affairs. Supervisors wrote in such additional business services as secretarial service (Kelly Girl) and stocks and bonds.

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[3] The background data were collected for the research purposes of this study only and do not necessarily meet the needs of other job analysis studies, such as those specified by the draft guidelines of the Equal Employment Opportunity Coordinating Council (1974) for employment test validation, or those cited in the APA/AERA/NCME (1974) standards for reporting the sample and conditions influencing test validity studies. Agencies desiring to adapt these data categories or this methodology to local conditions are cautioned of the need to collect background information in conformance with appropriate requirements.

[4] All background percentages are based on the total number of workers or supervisors in the sample.

Secretaries received their training to qualify for the occupation (Table B-3) in public high school (32%); private business, trade or technical school (11%); or through self-learning on the job (12%). These figures are not fully representative of the primary training source for secretaries, as over one-fifth of the respondents marked more than one training category. Multiple responses were not tallied in this study, although they tended to be private business school, community or junior college, previous related work experience, or self-learned on the job, in combination with training in public high school. There was also some combined usage with categories of technical institutes or colleges, adult education program, senior college or university, and other. The primary write-in category was parochial high school.

The secretaries varied in the number of years of job experience in their present jobs from less than one year to 27 years, the average being 4.8 years (Table B-4). Total years of individual experience in the secretarial occupational field ranged from one year to 33 years. The average number of years of related occupational experience was 9.5 years.

Classifications by state agencies, though far from being fully available, did provide some indication that the specific types of business operations included in the survey were predominately state services, private business, and education. These represent 40% of the total sample of worker and supervisor respondents, and 75% of those reported by the state agencies. Respondents were drawn primarily from large business operations (64% of those reported), with some 25% representation from small-sized operations. City size classifications indicate that the largest percentage of respondents (68%) were drawn from reasonably large metropolitan areas as opposed to moderate-sized or smaller cities remote from a large metropolitan area. These data are reported in Table B-5.

RESULTS

The survey results are presented in two forms. First, the survey data on task relevance are presented in highly summarized and abbreviated form in Table 1. Second, a detailed presentation of all survey task data is provided in Appendix C for those readers wishing to use specific data values. Necessary interpretative information for Table 1 is presented just prior to the set of tabled data. Task statements are located with Table 1 and in Appendix D. Since Question 2 was administered to both groups of supervisors, summaries of supervisor judgments on task occurrence represent a composite of both groups.

Review of the completed questionnaires prior to keypunching of the data caused the rejection of returns from two supervisors. Such rejections were based on major obvious failures of respondents to follow the questionnaire directions. One supervisor rated the job of supervisor instead of the workers' job. Another appeared not to have understood the rating procedure at all, with highly inconsistent and incomplete responses.

An additional 24 worker questionnaires and eight supervisor questionnaires were also not used, to reduce the analysis to the intended 60 workers and 40 supervisors for each of the two administration groups. These selections were may be eliminating the less complete and less accurate questionnaires, such as evidenced by (a) the background sheet indicating a possibly inappropriate job title (e.g., Typist, Administrative Assistant, Commercial Clerk) and substantiated by the task response pattern, (b) using many multiple responses to task questions (which were not usable by the computer routine), (c) answering nearly all tasks without a pattern of item discrimination, or (d) not answering some of the task questions at all. Since this study was not investigating the merits of the task inventory questionnaire method itself, but rather trying to establish a useful data base for making training selections, questionnaires which tended to detract from the validity of that data base were eliminated. However, this was only possible within the constraints of retaining returns from 40 supervisors and 60 workers per group.

On the average, each secretary in Group 1 marked 134 tasks on Question 1 as performed by them. Group 2 secretaries each indicated an average of 156 tasks as part of their job, at a level of 2 or higher on Question 6. Supervisors in Group 1 marked an average of 126 tasks to be performed by their secretaries; with 160 tasks marked by the second group of supervisors on Question 2. These figures compare with 297 potentially relevant tasks of General Secretaries, after omitting 195 of the 492 listed tasks as not being a part of the occupation for training purposes (see next section). Apparently, a person in any one secretarial position performs only about 50% of the tasks that might be relevant across the entire occupation.

In Table 1 and in Appendix D the tasks are organized within 12 arbitrary duty areas, as on the original questionnaires. The duty labels are merely a convenience for providing some functional structure to the entire listing of potential job tasks, intended to provide some work context in which to interpret the task statements.

These duty labels unfortunately resulted in some misunderstanding. A few raters omitted whole duty listings, apparently because the duty label itself did not seem appropriate for them, without checking whether individual tasks within a listing might be relevant. For instance, Duties A, B, C, and E all implied supervisory and managerial functions. Occasionally, if some worker did not feel any supervisory duties were performed, these sections might be skipped altogether without reading the task statements.

Since the duty categories were established arbitrarily in the first place, it would be our recommendation for future questionnaires that duties not be based on functions that might be construed as limited to particular types of employees in an occupational field. Another recommendation would be to move some highly relevant tasks up near the beginning of the task listing in Task Inventory Questionnaires, instead of starting off with more than 100 supervisory-oriented tasks. This would give workers a clearer idea that the task list pertains to them, and may help prevent some supervisors from thinking erroneously that they are to be rating their own job as supervisor instead of the workers' job. Additionally, task statements should be meaningful alone, without the context of a duty category being needed to clarify the task activity.

Abbreviated Summary of Task Relevance Data

Table 1 includes those task questions that suggest the extent to which each task is relevant to the job of General Secretaries. To eliminate obviously questionable information, two editing operations were applied to the data prior to preparing the summary.

The original task listing contained 492 task statements. With the data from this survey, 195 tasks were identified as of low relevance and apparently not a part of the job of General Secretary. A task was considered irrelevant and excluded from the data summary when less than 10% of the General Secretaries indicated that they performed it or less than 10% of the supervisors indicated that General Secretaries should perform the task. The tables in Appendix C contain information about these 195 omitted tasks, and Appendix D contains the identifying statement for each such task. The remaining 297 of the 492 listed tasks are presented in the summary table.

A second set of items, involving specific summary data, were removed when either the distribution of responses to a question was very scattered, or very few people responded to a question. These occurrences render any summary statistic very unstable. Because the tasks omitted were determined very conservatively, some of the summary items included may be sufficiently unstable to merit further study. The specific basis for deleting a summary item is described in the next section.

Interpretation Guide for Table 1

Table 1 contains the data summaries pertaining to varying degrees of job relevance for 297 tasks of General Secretaries. Task numbers in Table 1 are the same as the original numbers assigned in the Task Inventory Questionnaires.

It should be kept in mind, while examining these task data, that tasks vary in the extent to which they are part of the overall job of General Secretaries. Some are only peripheral work activities, more relevant to other related occupations within the overall field of secretarial science. Their degree of relevance or job importance are not necessarily an index of their need for pre-employment training.

The summary data are reported through the use of percentages, averages (means), and summary labels. Percentages are used to report responses to Questions 1, 2, and 6. Averages are used for responses to Questions 6, 8, and 9. For Questions 8 and 9 these averages reflect only those answers given by individuals who identified a task as part of the job (per Question 1 or 2). Averages for Question 6 include responses that the task is not a part of the job (scale level 0), with an additional summary column to show what percentage of secretaries rated each task as at least a "substantial" part of their job (i.e., used scale levels 4, 5, 6, or 7). Abbreviated frequency statements are used to label summary (median) responses[5] to Questions 3 and 4.

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[5] Summary lables were assigned on the basis of median response averages on the seven-point scale which was used to rate frequency of performance. The method used for converting median values to summary labels is shown below:

"Frequency" Scale Category	Range of Median Values	Summary Labels for Medians in the Range
Have done, but don't normally do	1.0 - 1.5	Possible
Less than once a year	1.6 - 2.5	Seldom
Once a year	2.6 - 3.5	Yearly
Once a month	3.6 - 4.5	Monthly
Once a week	4.6 - 5.5	Weekly
Once a day	5.6 - 6.5	Daily
Several times each work day	6.6 - 7.0	Daily +

Data reported in the first four columns of Table 1 (Questions 1, 2, and 6) include all responses. Data reported in the last four columns (Questions 8, 9, 3, and 4) omit any item which: (a) has been answered by fewer than 10% of the workers or supervisors in a group, or (b) had a distribution of responses which was so widely scattered as to make an average completely meaningless.[6] An item of task information which has been omitted is denoted in the table by a dash entry.

To facilitate the interpretation of Table 1, the response scales for Questions 3, 4, 6, 8, and 9 are repeated here to provide the reader a quick reference while examining the data. Number values in front of each scale category were those assigned for computing averages, and correspond to summary values reported in Table 1.

Questions 3 (Workers) and 4 (Supervisors): Frequency of Performance

1 = Have done, but don't normally do.
2 = Less than once a year.
3 = Once a year.
4 = Once a month.
5 = Once a week.
6 = Once a day.
7 = Several times each work day.

on the average over the last several months

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[6] Cutoff points for deletion of scattered responses were determined on the basis of the number of responses and the number of intervals on the answer scales. Questions 8 and 9 were edited through the use of cutoff points based on standard deviations. Responses to these questions were deleted when their standard deviations were greater than 0.85 and 0.93, respectively. These cutoff values were considered quite conservative, eliminating only the most obviously unstable data.

Questions 3 and 4 were edited through the use of the quartile deviation (half of the number of scale units over which the middle 50% of answers occur). Labels were deleted when these quartile deviations were greater than 1.75 and 1.84 for Questions 3 and 4, respectively.

Providing the basis for these values was a section in Downie and Heath (1959, pp. 47-51) on the interpretation of standard deviations (s) and their relation to range of interval scales. Conversion to quartile deviations (Q) was based on the constant relationship between Q and s for normally distributed data, $Q = .6745\ s$.

Question 6 (Workers): Extent Task Is Part of the Position

0 = Definitely not a part of my job.
1 = Under unusual circumstances may be a minor part of my job.
2 = (not defined).
3 = (not defined).
4 = A substantial part of my job.
5 = (not defined).
6 = (not defined).
7 = A most significant part of my job.

Questions 8 (Workers) and 9 (Supervisors): Task Importance to Job

1 = Low importance (relatively unimportant part of the job).
2 = Moderate importance (important but not essential).
3 = High importance (essential part of the job that decisively influences the effectiveness of the office operations).

Table 1

Summaries of Task Relevance Data

Tasks of General Secretaries	Percent Who Now Do Each		Extent Tasks Are Part of The Job		Relative Importance of Tasks to Job		How Often Tasks Are Done by Each Worker Who Performs Them	
	Actual, by Workers	Desired by Supervisors	Average Rating by Workers	% Who Say It Is at Least a Substantial Part of Their Job	Average Rating by Workers Doing It	Average Rating by Supervisors Desiring It Done	Average Frequency by Each Worker Doing the Task	Average Frequency Wanted by Supervisors Desiring It Done
TIQ Question:	1%	2%	6	6%	8	9	3	4
DUTY A: ORGANIZING AND PLANNING								
2. Arrange itineraries for speakers, salesmen and others.	22	28	1.4	13	2.2	2.3	Monthly	Seldom
3. Arrange for training aids, facilities, and equipment.	27	51	1.1	10	2.3	2.2	Monthly	Yearly
4. Arrange physical layout of office, pictures, furniture, and draperies.	25	28	1.1	10	1.4	1.7	Seldom	Seldom
5. Attend conferences, symposiums, or briefings.	35	42	1.2	10	2.0	2.4	Yearly	Yearly
6. Coordinate work activities with other employees or agencies.	57	65	2.6	38	2.7	2.7	Weekly	Daily
7. Compile one report from numerous small ones.	60	68	3.1	42	2.5	2.7	Monthly	Monthly

8.	Consult with attorney, tax examiner, or auditor.	10	14	0.6	5	2.7	2.6	-	Monthly
9.	Counteract false reports which spread in an organization.	13	32	1.0	12	-	2.3	Yearly	Monthly
11.	Decide on least expensive and most desirable way to communicate (telegram, long distance call, etc.).	35	52	1.8	18	1.8	2.4	Weekly	Daily
12.	Design and draft local business forms.	15	21	1.2	12	2.0	2.1	Yearly	Monthly
14.	Determine personnel requirements.	12	16	0.6	10	2.4	2.9	Yearly	Monthly
15.	Determine requirements for equipment and supplies.	40	59	1.9	27	2.0	2.3	Monthly	Monthly
16.	Develop and improve work methods and procedures.	52	62	2.6	28	2.4	2.6	Monthly	Monthly
17.	Develop procedures maintenance and disposition of records.	42	46	2.3	28	2.2	2.5	Monthly	Monthly
18.	Develop procedures for the maintenance of news files and reference libraries.	22	30	1.5	20	2.0	2.3	Yearly	Yearly
19.	Draft budget estimates.	18	11	0.6	3	2.6	2.7	Yearly	-
20.	Draft and submit job description.	20	34	1.3	10	2.2	2.5	Yearly	Yearly
22.	Draft recommended changes to handbooks, manuals, publications and forms.	15	30	0.7	3	2.4	2.1	Yearly	Yearly
25.	Establish procedures for the distribution of forms, reports and publications.	28	39	1.6	18	2.0	2.1	Monthly	Yearly

Table 1 - Continued

	Percent Who Now Do Each		Extent Tasks Are Part of The Job		Relative Importance of Tasks to Job		How Often Tasks Are Done by Each Worker Who Performs Them	
	Actual, by Workers	Desired by Supervisors	Average Rating by Workers	% Who Say It Is at Least a Substantial Part of Their Job	Average Rating by Workers Doing It	Average Rating by Supervisors Desiring It Done	Average Frequency by Each Worker Doing the Task	Average Frequency Wanted by Supervisors Desiring It Done
Tasks of General Secretaries TIQ Question:	1%	2%	6	6%	8	9	3	4
26. Establish procedures for the production and reproduction of forms, reports and publications.	30	30	1.6	22	1.8	2.0	Monthly	Yearly
27. Gather data for reports.	63	78	3.0	38	2.5	2.6	Monthly	Monthly
29. Help organize office or company committees.	25	19	0.9	8	2.1	1.8	Yearly	Yearly
30. Inspect committee membership lists (names, addresses).	20	22	1.1	13	1.7	1.3	Monthly	Yearly
31. Interview applicants for employment	17	14	0.7	8	2.2	2.6	Yearly	Monthly
32. Look up or check on financial ratings of customers or employees.	13	12	0.2	2	2.3	2.0	-	Monthly
33 Maintain list of personnel authorized to submit purchase requests.	15	26	1.3	22	2.1	1.4	Yearly	Yearly

34.	Make preparations for meetings.	63	61	3.2	39	2.4	2.5	Monthly	Monthly
35.	Organize guided tours for visiting groups.	10	20	0.6	5	-	1.8	Yearly	Monthly
36.	Plan and schedule work assignments and priorities.	48	45	2.2	32	2.6	2.7	Daily	Daily
37.	Plan record keeping.	43	48	3.0	45	2.4	2.4	Monthly	Yearly
38.	Plan work for one's self.	80	80	5.0	78	2.7	2.9	Daily	Daily +
39.	Prepare agenda for meetings.	38	30	2.4	35	2.3	2.4	Monthly	Monthly
40.	Prepare and maintain personnel promotion folders.	13	22	1.2	17	1.9	2.6	Yearly	Monthly
42.	Recommend applicants for employment	22	14	0.8	10	1.9	2.5	Yearly	-
43.	Render policy decisions on questions asked by members of office force.	17	22	0.8	7	2.5	3.0	Monthly	Daily +
44.	Renew newspaper and magazine subscriptions.	38	39	2.0	18	1.7	1.2	Yearly	Yearly
47.	Serve on boards, committees and councils.	12	10	0.5	2	1.4	-	Monthly	Yearly
48.	Schedule appointments and conferences.	65	62	3.3	47	2.5	2.5	Daily	Daily
49.	Schedule employee vacations.	17	30	1.0	12	-	1.5	Yearly	Yearly
50.	Schedule office machine inspections	20	32	0.9	8	2.1	1.6	Yearly	Monthly

Table 1 - Continued

	Percent Who Now Do Each		Extent Tasks Are Part of The Job		Relative Importance of Tasks to Job		How Often Tasks Are Done by Each Worker Who Performs Them	
	Actual, by Workers	Desired by Supervisors	Average Rating by Workers	% Who Say It Is at Least a Substantial Part of Their Job	Average Rating by Workers Doing It	Average Rating by Supervisors Desiring It Done	Average Frequency by Each Worker Doing the Task	Average Frequency Wanted by Supervisors Desiring It Done
Tasks of General Secretaries TIQ Question:	1%	2%	6	6%	8	9	3	4
DUTY B: SUPERVISING AND IMPLEMENTING								
52. Act as notary public.	10	15	0.3	5	2.5	1.2	Daily +	-
56. Arrange for or cancel newspaper or magazine advertising.	15	14	0.5	5	2.3	1.5	Monthly	Monthly
58. Assign space for equipment and supplies.	12	31	1.1	12	1.5	2.0	Yearly	Yearly
59. Assign specific work to individuals.	23	36	0.9	8	2.3	2.6	Weekly	Daily
61. Compile periodic reports.	52	70	3.1	42	2.4	2.5	Monthly	Monthly
62. Compose copy at the typewriter.	72	64	3.4	48	2.2	2.5	Weekly	Daily
63. Compose written directions to other office workers.	30	36	1.6	19	2.2	2.1	Monthly	Monthly
65. Conduct annual review of records.	15	25	1.6	22	2.1	2.6	Yearly	Yearly

72.	Distribute keys to authorized employees.	33	45	0.9	8	-	1.6	Yearly	Monthly
74.	Gather data to fill out questionnaires.	25	45	1.7	17	2.3	2.2	Monthly	Monthly
75.	Get information from various departments needed for correspondence.	48	64	2.8	38	2.5	2.4	Weekly	Weekly
76.	Handle service calls on equipment.	42	60	1.4	13	1.9	1.8	Monthly	Monthly
77.	Hear complaints in office and over telephone.	47	59	2.0	25	2.4	2.1	Weekly	Daily
78.	Implement employer's directives.	58	71	3.1	51	3.0	2.9	Daily +	Daily +
79.	Implement suggestion program.	13	11	0.9	8	2.1	2.5	Weekly	Weekly
82.	Mail or forward personnel records.	23	41	1.7	20	2.4	2.1	Monthly	Monthly
83.	Make arrangements for centralized department to duplicate materials.	40	31	2.4	34	2.0	2.0	Weekly	Weekly
84.	Make arrangements for guests or visitors (e.g., entertainment, motel, transportation).	57	49	2.6	30	2.1	2.1	Monthly	Monthly
86.	Order supplies of various kinds for the office (from suppliers or central supply department).	67	79	3.6	62	2.1	2.1	Monthly	Weekly
88.	Prepare accident reports.	18	16	0.6	5	2.3	3.0	Yearly	Seldom
89.	Prepare administrative orders.	15	20	1.2	15	2.7	2.9	Weekly	Weekly
90.	Prepare articles and announcements.	37	28	1.6	18	2.4	2.5	Monthly	Monthly
91.	Prepare bank signature cards.	12	11	0.3	3	-	1.8	Yearly	Seldom

Table 1 - Continued

	Percent Who Now Do Each		Extent Tasks Are Part of The Job		Relative Importance of Tasks to Job		How Often Tasks Are Done by Each Worker Who Performs Them	
	Actual, by Workers	Desired by Supervisors	Average Rating by Workers	% Who Say It Is at Least a Substantial Part of Their Job	Average Rating by Workers Doing It	Average Rating by Supervisors Desiring It Done	Average Frequency by Each Worker Doing the Task	Average Frequency Wanted by Supervisors Desiring It Done
Tasks of General Secretaries TIQ Question:	1%	2%	6	6%	8	9	3	4
92. Prepare drafts of correspondence, directives, or reports.	55	52	4.3	68	2.5	2.7	Weekly	Daily
95. Prepare requests for quotations or proposals.	13	15	1.1	15	2.3	-	Yearly	-
96. Prepare requisitions for supplies or equipment.	63	69	3.5	48	2.2	2.3	Monthly	Weekly
97. Prepare requisitions for special personnel requirements.	22	18	1.3	13	2.4	2.8	Monthly	Monthly
98. Prepare shipping instructions.	23	26	1.2	13	2.4	2.1	Monthly	Monthly
99. Process requests for substitutions or changes to purchase or delivery orders.	22	19	1.1	7	2.2	2.2	Monthly	Monthly
100. Punctuate articles, manuscripts, etc.	45	46	2.7	38	2.6	2.4	Daily	Weekly

101.	Resolve technical problems for employees.	10	16	0.4	3	2.7	-	Monthly	Weekly
104.	Select equipment and supplies to be ordered.	28	49	2.2	20	2.2	2.3	Monthly	Monthly
105.	Select or order furnishings for office.	18	25	1.3	10	1.7	1.7	Seldom	Seldom
107.	Send out invitations.	35	41	1.4	13	1.6	1.7	Yearly	Yearly
108.	Summarize articles, reports, or lectures.	17	21	0.9	7	2.4	2.1	Monthly	-
109.	Supervise clerk typists.	12	35	0.5	3	2.6	2.8	Daily	Daily
110.	Supervise employees in order to maintain work performance.	14	26	0.5	5	2.6	2.8	-	Daily
112.	Supervise the maintenance and utilization of equipment and supplies.	12	25	0.6	8	-	2.1	Daily	Weekly
113.	Supervise the maintenance of files.	27	50	2.3	33	2.1	2.3	Weekly	Daily
115.	Supervise the preparation and maintenance of records and reports.	20	20	1.7	23	2.5	2.8	Weekly	Monthly
116.	Supervise the reproduction of printed material.	15	32	1.4	18	1.6	2.2	Weekly	Weekly
118.	Write letters of condolence and congratulations.	41	38	1.6	15	-	2.1	Monthly	Monthly
DUTY C:	COORDINATING AND PERFORMING PERSONAL ACTIVITIES FOR EMPLOYER								
119.	Acknowledge letters of condolence and congratulations.	32	28	1.4	15	2.1	2.1	Yearly	Yearly

Table 1 - Continued

	Percent Who Now Do Each		Extent Tasks Are Part of The Job		Relative Importance of Tasks to Job		How Often Tasks Are Done by Each Worker Who Performs Them	
	Actual, by Workers	Desired by Supervisors	Average Rating by Workers	% Who Say It Is at Least a Substantial Part of Their Job	Average Rating by Workers Doing It	Average Rating by Supervisors Desiring It Done	Average Frequency by Each Worker Doing the Task	Average Frequency Wanted by Supervisors Desiring It Done
Tasks of General Secretaries TIQ Question:	1%	2%	6	6%	8	9	3	4
120. Advise employer of illnesses, deaths, births, or weddings of friends or associates.	54	58	2.2	22	-	2.0	Monthly	Monthly
121. Anticipate needs of employer as to records and papers.	49	51	3.8	57	2.3	2.7	Daily	Daily
123. Assist in plans for entertaining, receptions or dinners.	31	34	1.4	15	1.8	1.7	Yearly	Monthly
125. Confer with employer on policy.	39	44	2.2	27	2.5	2.8	Monthly	Weekly
126. Coordinate with other personnel on various matters for employer.	49	46	2.7	30	2.4	2.9	Weekly	Daily
127. Give checks to employer for signature.	19	16	1.0	15	2.5	2.0	Daily	Weekly
128. Keep employer reminded of engagements, dates, or things to do.	73	72	4.8	72	2.8	2.6	Daily	Daily +

129.	Keep employer's photographs and biographical information for publicity.	18	25	1.8	22	1.7	1.6	Monthly	Monthly
132.	Keep personal business diary for employer.	13	15	1.2	18	2.1	2.4	Daily	Daily
133.	Keep on hand stock of employer's personal stationery, cards.	23	20	1.7	27	1.8	1.4	Monthly	Yearly
135.	Make engagements and appointments for employer.	57	54	3.2	45	2.6	2.5	Daily	Daily
138.	Make travel arrangements for employer.	62	60	3.8	51	2.4	2.4	Monthly	Monthly
141.	Prepare day's schedule for employer.	20	21	1.9	27	2.8	2.8	Daily	Daily
142.	Prepare itinerary or schedule for employer's trips.	30	34	2.5	35	2.5	2.5	Monthly	Monthly
144.	Purchase and send out Christmas cards, Valentines, or birthday cards for employer.	15	18	0.6	7	1.7	1.5	Yearly	Yearly
147.	"Screen" visitors or people who want to see your employer.	58	45	3.0	45	2.6	2.6	Daily +	Daily +
149.	Sign employer's mail (his signature).	65	36	2.4	30	1.9	1.8	Weekly	Weekly
DUTY D:	INSPECTING AND EVALUATING								
152.	Arrange for disposal of wornout equipment.	18	21	0.6	3	1.4	1.3	Yearly	Seldom
153.	Dispose of unneeded documents and records.	60	54	2.8	37	1.7	1.9	Yearly	Yearly

Table 1 - Continued

Tasks of General Secretaries	TIQ Question:	Percent Who Now Do Each: Actual, by Workers	Percent Who Now Do Each: Desired by Supervisors	Extent Tasks Are Part of The Job: Average Rating by Workers	Extent Tasks Are Part of The Job: % Who Say It Is at Least a Substantial Part of Their Job	Relative Importance of Tasks to Job: Average Rating by Workers Doing It	Relative Importance of Tasks to Job: Average Rating by Supervisors Desiring It Done	How Often Tasks Are Done by Each Worker Who Performs Them: Average Frequency by Each Worker Doing the Task	How Often Tasks Are Done by Each Worker Who Performs Them: Average Frequency Wanted by Supervisors Desiring It Done
		1%	2%	6	6%	8	9	3	4
154. Edit and review correspondence and reports.		40	44	3.2	48	2.6	2.6	Daily	Daily
155. Evaluate adherence to work standards and schedules.		12	22	1.2	13	2.1	2.7	Monthly	Weekly
157. Evaluate files, reports, or correspondence.		28	30	2.1	28	2.4	2.3	Daily	Yearly
159. Follow up released materials.		25	19	1.4	20	2.6	2.9	Weekly	Monthly
160. Inspect accuracy of entries in personnel records.		13	19	1.6	22	2.6	2.8	Monthly	Monthly
161. Inspect accuracy of figures submitted to employer by other employees.		30	26	1.7	22	2.7	2.8	Monthly	Weekly
163. Inspect travel vouchers.		40	34	1.7	22	2.5	2.5	Monthly	Monthly

164.	Inspect material received for completeness and damages.	28	22	1.4	12	2.1	2.3	Monthly	Weekly
166.	Prepare performance reports.	12	14	1.1	13	2.7	-	Yearly	Monthly
167.	Prepare promotion reports.	10	10	0.8	12	2.7	-	-	Monthly
DUTY E:	TRAINING								
172.	Demonstrate equipment and procedures.	25	35	0.8	3	-	2.4	Yearly	Monthly
174.	Hand score tests and record results.	17	18	0.3	5	2.2	2.1	-	-
175.	Orient new employees.	35	44	1.5	15	2.4	2.7	Yearly	Yearly
176.	Prepare audiovisual materials (e.g., transparencies, tape recordings).	30	29	0.7	10	2.2	2.2	Monthly	Monthly
DUTY F:	PERFORMING STENOGRAPHIC ACTIVITIES								
179.	Compose correspondence.	82	70	4.1	62	2.5	2.7	Weekly	Daily
180.	Edit letters dictated by employer.	73	71	4.7	78	2.6	2.8	Daily	Daily +
181.	Operate dictaphone.	45	55	2.0	20	2.0	2.5	-	Weekly
182.	Operate dictating machine.	22	35	1.2	13	2.2	2.6	Weekly	Daily
184.	Prepare minutes of directors and shareholders meetings.	18	22	1.3	20	2.9	2.3	Monthly	Monthly
185.	Transcribe (type) from dictaphone.	65	61	2.2	24	2.3	2.6	Weekly	Weekly
186.	Take dictation at the typewriter (type dictation as employer dictates).	50	56	1.8	18	2.1	2.2	Monthly	Weekly

Table 1 - Continued

	Percent Who Now Do Each		Extent Tasks Are Part of The Job		Relative Importance of Tasks to Job		How Often Tasks Are Done by Each Worker Who Performs Them	
	Actual, by Workers	Desired by Supervisors	Average Rating by Workers	% Who Say It Is at Least a Substantial Part of Their Job	Average Rating by Workers Doing It	Average Rating by Supervisors Desiring It Done	Average Frequency by Each Worker Doing the Task	Average Frequency Wanted by Supervisors Desiring It Done
Tasks of General Secretaries TIQ Question:	1%	2%	6	6%	8	9	3	4
187. Take dictation over the telephone.	57	64	2.5	27	2.1	2.1	Monthly	Monthly
189. Transcribe (type) from shorthand outlines.	60	69	4.3	66	2.6	2.4	Daily	Daily
190. Type minutes of reports of meetings.	68	66	3.3	49	2.4	2.6	Monthly	Monthly
191. Write group proceedings or conferences in shorthand.	23	39	2.1	31	2.4	2.6	Monthly	Monthly
192. Write shorthand (any system).	73	78	4.9	75	2.6	2.4	Daily	Daily +
193. Write shorthand from more than one person (but only one at a time).	58	60	3.8	51	2.4	2.3	Monthly	Weekly

DUTY G: PERFORMING BOOKKEEPING AND ACCOUNTING ACTIVITIES

194.	Act as cashier or teller.	18	12	0.3	7	2.2	2.5	Monthly	-
196.	Administer imprest or petty cash funds.	23	24	0.9	12	2.1	2.0	Weekly	Daily
198.	Approve bills of any kind.	22	24	0.8	10	2.5	2.4	Daily	Weekly
208.	Compose business reports of any kind.	32	25	1.4	10	2.7	2.5	Monthly	Monthly
213.	Compute payrolls for employees.	23	10	0.5	7	2.9	3.0	Monthly	-
219.	Deposit checks or cash in bank or cashier's office.	22	19	0.6	7	2.4	2.8	-	Weekly
221.	Endorse checks.	12	11	0.3	5	2.1	2.3	-	Weekly
229.	Inspect bills or invoices.	35	32	1.4	19	2.7	2.5	Weekly	Weekly
230.	Inspect money orders and checks, as to amount, dates, signatures.	17	15	0.6	10	2.8	2.7	Daily	Daily
231.	Inspect supplies (for reordering purposes).	38	58	2.9	37	2.0	2.0	Monthly	Monthly
233.	Keep books and/or ledger for any purpose.	35	30	2.1	30	2.9	2.5	Daily	Daily
237.	Keep daily attendance of employees.	35	50	2.2	30	2.3	1.9	Daily	Daily
239.	Keep petty cash account.	22	21	0.9	10	2.5	2.1	Weekly	Weekly
251.	Maintain payroll register (all employees listed).	18	12	0.9	14	2.9	2.6	Monthly	-

Table 1 - Continued

	Percent Who Now Do Each		Extent Tasks Are Part of The Job		Relative Importance of Tasks to Job		How Often Tasks Are Done by Each Worker Who Performs Them	
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Tasks of General Secretaries TIQ Question:	1%	2%	6	6%	8	9	3	4
254. Maintain stock of business forms.	17	29	1.5	22	2.5	2.4	Monthly	Monthly
264. Manage reporting and record keeping procedures.	10	12	1.1	14	2.5	2.7	Monthly	Monthly
274. Prepare employer's business expense statement.	12	15	1.5	19	2.7	-	Monthly	Monthly
279. Prepare purchase orders, invoices, vouchers, and receipts.	35	29	1.8	22	2.4	2.5	Weekly	Weekly
282. Process newly acquired books and technical reports.	13	14	0.7	12	1.9	1.5	Monthly	Monthly
284. Purchase postage.	43	40	0.9	10	1.7	1.6	Monthly	Monthly
285. Reconcile bank statement.	12	15	0.3	5	2.7	2.0	Monthly	Monthly
290. Record time card or time clock data on payroll forms.	15	14	1.2	17	2.6	-	Weekly	Weekly

295.	Secure quotations on supplies (from supplier).	23	25	0.7	8	2.5	2.3	Yearly	Monthly
296.	Select or order typewriting supplies and equipment (erasers, ribbons, etc.).	52	54	2.8	42	2.0	2.2	Monthly	Monthly
303.	Take inventory.	17	26	0.9	7	2.3	2.3	Yearly	Monthly
311.	Write checks (for any purpose as a part of your job other than payroll).	18	14	0.6	10	2.5	-	Weekly	Monthly
DUTY H:	PREPARING FORMS AND PUBLICATIONS								
314.	Coordinate work with printer to achieve desired layout.	12	25	0.9	9	2.4	2.1	Yearly	Monthly
315.	Edit manuscripts.	13	22	1.2	7	2.6	2.8	Monthly	Monthly
316.	Hand draw or trace artwork or headlines on stencils.	13	19	0.6	2	2.0	-	Monthly	Yearly
319.	Prepare signs, posters, or other graphic material.	15	25	0.5	2	2.0	1.9	Yearly	Yearly
320.	Proofread copy.	47	64	2.9	46	2.9	2.7	Daily +	Daily
322.	Prepare material for printer or publisher.	28	44	2.0	30	2.5	2.5	Monthly	Monthly
323.	Receive and process requisitions for forms and publications.	23	31	1.6	24	2.2	2.2	Monthly	Weekly
324.	Use proofreading symbols.	20	19	1.1	8	2.1	2.3	Monthly	Weekly
DUTY I:	PERFORMING RECEPTIONIST ACTIVITIES								
325.	Act as a guide to visitors.	42	49	1.7	15	2.3	2.1	Weekly	Monthly

Table 1 - Continued

Tasks of General Secretaries	TIO Question:	Percent Who Now Do Each Actual, by Workers	 Desired by Supervisors	Extent Tasks Are Part of The Job Average Rating by Workers	 % Who Say It Is at Least a Substantial Part of Their Job	Relative Importance of Tasks to Job Average Rating by Workers Doing It	 Average Rating by Supervisors Desiring It Done	How Often Tasks Are Done by Each Worker Who Performs Them Average Frequency by Each Worker Doing the Task	 Average Frequency Wanted by Supervisors Desiring It Done
		1%	2%	6	6%	8	9	3	4
326. Act as hostess at company-sponsored teas, coffee hours, or parties.		27	16	0.9	3	2.0	-	Yearly	Monthly
327. Answer telephone.		98	92	6.0	92	2.7	2.[illegible]	Daily +	Daily +
329. Collect money from office employees for various purposes.		65	58	1.9	20	1.6	1.3	Monthly	Monthly
330. Direct people to proper office or department.		38	80	3.2	38	2.2	2.2	Daily +	Daily
331. Follow up on written notices for meetings by telephone.		62	59	2.9	44	2.4	2.4	Weekly	Weekly
333. Greet callers or visitors.		85	81	3.9	53	2.5	2.4	Daily +	Daily +
334. Handle cranks, beggars, and other undesirables.		42	38	1.5	17	2.3	2.1	Monthly	Weekly

335.	Maintain record of long distance calls.	35	36	1.8	22	-	2.4	Daily	Daily
336.	Make introductions.	63	56	2.6	28	2.3	2.4	Weekly	Daily
337.	Operate intercom.	33	46	3.2	48	2.1	2.1	Daily +	Daily +
338.	Place telephone calls.	88	91	5.2	83	2.6	2.6	Daily +	Daily +
339.	Place telephone memoranda and messages where employer will see them.	93	89	5.7	90	2.6	2.9	Daily +	Daily +
340.	Relay or refer telephone calls to another department.	78	90	4.7	72	2.3	2.4	Daily +	Daily +
341.	Send or receive telegrams or cablegrams.	48	50	2.3	32	2.3	2.3	Weekly	Weekly
342.	Screen employer's calls.	62	58	3.8	55	2.5	2.6	Daily +	Daily +
343.	Use directories.	80	80	4.3	68	2.2	2.3	Daily +	Daily +
DUTY J:	PERFORMING CLERICAL ACTIVITIES								
344.	Address letters and packages.	90	89	5.2	86	2.3	2.4	Daily +	Daily +
345.	Arrange papers or articles on your own or your employer's desk.	85	84	5.0	81	2.1	2.2	Daily +	Daily +
346.	Assemble and staple duplicated materials.	90	85	4.7	73	1.9	1.9	Daily	Daily
347.	Attach pertinent correspondence to incoming mail for employer to refresh his memory.	68	75	4.4	72	2.5	2.6	Daily	Daily
348.	Carry out written or oral instructions given by employer.	93	95	5.9	92	2.9	2.9	Daily +	Daily +

Table 1 - Continued

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Tasks of General Secretaries TIQ Question:	1%	2%	6	6%	8	9	3	4
349. Change dates on rubber stamps, time stamp machine, or calendar daily.	77	68	3.9	58	2.0	1.9	Daily	Daily
350. Clean and oil office equipment other than typewriter.	25	15	0.8	8	1.6	1.6	Monthly	Monthly
351. Clean typewriter.	70	62	2.4	25	1.6	1.6	Monthly	Weekly
352. Clean and tidy own and employer's area.	78	82	3.9	57	1.9	2.0	Daily	Daily
353. Compare copy for legibility and neatness.	65	65	4.8	72	2.7	2.6	Daily	Daily
354. Compile and chart data.	45	45	2.6	30	2.3	2.3	Weekly	Weekly
355. Expedite and trace customer orders.	12	15	0.9	10	2.6	2.5	Daily	Weekly

356.	Fold and insert letters in envelopes.	88	86	4.6	73	2.0	2.0	Daily +	Daily +
358.	Help with decorations at meetings or conventions.	28	21	1.1	8	1.7	1.5	Yearly	Yearly
359.	Keep calendar marked witn appointments for employer at his desk.	48	59	4.1	63	2.9	2.6	Daily	Daily
360.	Keep desks equipped with office supplies.	77	78	4.1	58	2.1	2.1	Weekly	Weekly
361.	Make folders and folder titles for files (labels).	90	85	4.8	70	2.0	2.2	Weekly	Weekly
362.	Make corrections on original and carbon copies.	90	85	4.7	73	2.5	2.5	Daily +	Daily +
363.	Make notes on incoming mail which employer should see.	65	70	3.8	55	2.7	2.6	Daily	Daily
365.	Operate automatic typewriter (such as autotypist, robotype, IBM magnetic tape machine).	32	24	1.8	27	2.5	2.6	Daily +	Daily +
366.	Operate calculator.	63	54	2.6	35	2.2	2.3	Weekly	Weekly
367.	Operate copying machine (e.g., Xerox, Thermofax, Ozalid).	93	90	4.8	80	2.1	2.3	Daily +	Daily +
373.	Operate numbering machines.	12	12	0.2	2	2.0	2.0	-	-
375.	Operate paper cutter.	73	65	2.1	18	1.4	1.6	Weekly	Monthly
376.	Operate paper punch.	78	69	2.7	37	1.4	1.7	Daily	Daily
377.	Operate spirit duplicator (e.g., ditto).	27	26	0.6	5	2.1	2.4	Monthly	Weekly

Table 1 - Continued

		Percent Who Now Do Each		Extent Tasks Are Part of The Job		Relative Importance of Tasks to Job		How Often Tasks Are Done by Each Worker Who Performs Them	
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Tasks of General Secretaries	TIQ Question:	1%	2%	6	6%	8	9	3	4
378.	Operate stencil duplicator (e.g., mimeograph).	38	30	0.6	7	1.9	2.3	Monthly	Monthly
380.	Operate 10-key adding machine.	57	56	2.2	30	1.9	2.3	Weekly	Daily
381.	Operate 10-key printing calculator.	13	31	0.8	8	2.1	2.1	Daily	Daily
382.	Operate tape recorder.	20	24	1.0	10	1.8	2.1	Monthly	Weekly
384.	Operate typewriter.	93	92	6.6	100	2.9	2.9	Daily +	Daily +
386.	Post notices.	65	56	2.2	32	-	1.6	Weekly	Weekly
388.	Prepare delivery orders.	13	14	0.9	12	2.0	-	Daily	Weekly
389.	Prepare forms and correspondence.	77	75	4.8	78	2.7	2.7	Daily +	Daily +

390.	Prepare or obtain coffee or refreshments for employer or his guests.	65	69	3.6	49	1.7	1.6	Weekly	Daily
391.	Prepare travel vouchers.	55	55	2.0	42	2.4	2.5	Monthly	Monthly
392.	Proofread typewritten copy.	95	88	5.1	82	2.7	2.8	Daily +	Daily +
393.	Run errands.	82	76	3.2	35	1.8	1.8	Daily	Daily
394.	Seal envelopes (manually).	88	69	3.0	38	1.6	1.9	Daily +	Daily +
395.	Type addresses on envelopes or cards.	92	89	4.1	60	2.1	2.3	Daily +	Daily +
396.	Type and correct offset masters (mats or multilith).	13	35	1.7	22	2.5	2.5	Monthly	Weekly
397.	Type and correct spirit masters.	20	29	0.5	5	2.2	2.5	Monthly	Monthly
398.	Type and correct stencils (mimeograph process).	52	39	0.7	7	2.2	2.4	Monthly	Weekly
399.	Type and rule tabular material (tables, columns, rows of figures).	57	52	3.0	43	2.4	2.4	Weekly	Weekly
400.	Type bids and proposals.	25	31	1.5	23	2.5	2.3	Monthly	Monthly
401.	Type business letters.	97	92	5.6	92	2.9	2.9	Daily +	Daily +
402.	Type carbon copies.	90	86	5.3	85	2.7	2.6	Daily +	Daily +
403.	Type copy where all lines end on the right margin (justifying).	15	22	1.6	17	2.1	-	-	-
404.	Type cards (index cards, file cards, "address finder" cards).	72	76	3.0	35	1.9	2.3	Weekly	Weekly
405.	Type display or decorative type copy.	17	12	0.8	7	2.1	2.2	Yearly	Yearly

Table 1 - Continued

		Percent Who Now Do Each		Extent Tasks Are Part of The Job		Relative Importance of Tasks to Job		How Often Tasks Are Done by Each Worker Who Performs Them	
		Actual, by Workers	Desired by Supervisors	Average Rating by Workers	% Who Say It Is at Least a Substantial Part of Their Job	Average Rating by Workers Doing It	Average Rating by Supervisors Desiring It Done	Average Frequency by Each Worker Doing the Task	Average Frequency Wanted by Supervisors Desiring It Done
Tasks of General Secretaries	TIQ Question:	1%	2%	6	6%	8	9	3	4
406.	Type fill-ins on duplicated letters or bulletins (e.g., letters).	45	61	2.3	27	2.1	2.4	Weekly	Weekly
407.	Type final copy from rough-draft copy.	85	86	5.1	80	2.7	3.0	Daily	Daily
408.	Type information on continuous roll tape (gummed back or self-sealing back).	32	36	2.0	15	1.6	2.0	Monthly	Weekly
409.	Type in outline form.	73	65	3.0	42	2.1	2.5	Monthly	Weekly
411.	Type labels individually.	77	80	2.9	35	1.6	2.2	Weekly	Daily
414.	Type legal agreements.	22	11	0.4	3	2.5	-	Monthly	Possible
415.	Type legal leases.	15	12	0.3	3	2.7	-	-	Yearly
417.	Type manuscripts or reports.	67	65	3.7	66	2.8	2.8	Weekly	Monthly

418.	Type memorandums.	75	88	4.9	81	2.8	2.7	Daily	Daily
420.	Type on printed forms.	87	79	3.3	44	2.3	2.4	Weekly	Daily
423.	Use simple business math.	67	71	2.9	30	2.5	2.6	Daily	Daily
424.	Use reference books or manuals.	67	71	3.0	37	2.3	2.6	Daily	Daily +
426.	Verify entries on purchase requests.	18	14	0.8	7	2.5	-	Weekly	Weekly
DUTY K:	MAINTAINING FILES AND LIBRARY								
427.	Assist users in the selection and location of library reference materials.	12	14	0.7	7	1.9	2.2	Daily	Weekly
428.	Charge and discharge library books or materials from files to employees.	15	10	0.8	10	1.9	2.0	Weekly	Weekly
429.	Clip and collect magazine articles, or newspapers of interest.	23	24	0.8	8	1.6	1.4	Monthly	Weekly
430.	Control and manage filing system.	72	65	3.9	56	2.8	2.6	Daily	Daily
432.	Establish or maintain cross reference listings.	22	19	1.5	17	2.3	2.6	Weekly	Weekly
433.	Establish or maintain files.	72	74	4.4	68	2.8	2.8	Daily	Daily
434.	Establish or maintain index of forms and publications.	18	25	1.4	17	1.9	2.1	Monthly	Monthly
435.	Establish or maintain inventory of forms and publications.	22	34	1.6	22	2.0	2.4	Monthly	Monthly

Table 1 - Continued

Tasks of General Secretaries		Percent Who Now Do Each		Extent Tasks Are Part of The Job		Relative Importance of Tasks to Job		How Often Tasks Are Done by Each Worker Who Performs Them	
		Actual, by Workers	Desired by Supervisors	Average Rating by Workers	% Who Say It Is at Least a Substantial Part of Their Job	Average Rating by Workers Doing It	Average Rating by Supervisors Desiring It Done	Average Frequency by Each Worker Doing the Task	Average Frequency Wanted by Supervisors Desiring It Done
	TIQ Question:	1%	2%	6	6%	8	9	3	4
437.	Extract information from files.	80	81	4.2	63	2.4	2.7	Daily +	Daily +
438.	File materials.	93	79	5.0	80	2.6	2.8	Daily	Daily
439.	Handle classified or confidential files.	65	64	3.7	59	2.8	2.9	Daily	Daily
440.	Keep card indexes of various kinds.	53	65	2.5	34	2.1	2.3	Weekly	Daily
442.	Merge of revise files.	57	50	3.3	47	2.1	2.6	Monthly	Yearly
443.	Order all publications and keep track of subscriptions.	23	31	1.3	10	2.1	1.4	Yearly	Monthly
444.	Preserve historical records.	15	21	1.0	16	2.2	2.2	Monthly	Yearly
445.	Process and file correspondence.	78	75	4.7	76	2.6	2.9	Daily	Daily
447.	Search for lost materials in files.	68	73	2.9	34	2.0	2.3	Monthly	Monthly

448.	Secure information from library.	27	32	1.6	12	1.8	1.9	Monthly	Monthly
449.	Sort materials for filing.	72	66	3.7	63	2.2	2.3	Daily	Daily
450.	Shelve library books.	10	12	0.6	10	1.5	-	-	Monthly
352.	Transfer records to inactive files.	38	52	2.5	29	1.7	2.2	Yearly	Yearly
453.	Use library card indexes.	10	11	0.7	5	2.0	-	Monthly	-
DUTY L:	PERFORMING MAIL ROOM ACTIVITIES								
456.	Assemble information kits.	20	21	0.8	8	1.9	1.7	Yearly	Yearly
457.	Calculate postal rates.	27	24	0.4	3	2.1	2.2	Weekly	Daily
458.	Deliver messages.	72	62	2.6	34	2.6	2.5	Daily +	Daily +
459.	Distribute supplies, forms and publications.	50	56	2.0	20	1.8	1.9	Weekly	Daily
460.	Distribute incoming and outgoing mail.	75	66	3.1	42	2.4	2.6	Daily	Daily +
461.	Distribute promotional material for events such as charity drives.	28	21	0.7	7	1.8	2.0	Yearly	Yearly
462.	Forward mail.	78	70	2.7	34	2.2	2.2	Daily	Daily
463.	Hand carry items, such as purchase orders or contracts, to the vendor.	23	19	0.6	5	2.2	2.1	Monthly	Monthly
464.	Have mail insured, registered or certified.	53	50	1.6	17	2.3	2.2	Monthly	Monthly
465.	Log incoming mail (in regular book).	12	15	0.8	8	-	2.6	Daily	Daily +

Table 1 - Continued

	Percent Who Now Do Each		Extent Tasks Are Part of The Job		Relative Importance of Tasks to Job		How Often Tasks Are Done by Each Worker Who Performs Them	
	Actual, by Workers	Desired by Supervisors	Average Rating by Workers	% Who Say It Is at Least a Substantial Part of Their Job	Average Rating by Workers Doing It	Average Rating by Supervisors Desiring It Done	Average Frequency by Each Worker Doing the Task	Average Frequency Wanted by Supervisors Desiring It Done
Tasks of General Secretaries TIQ Question:	1%	2%	6	6%	8	9	3	4
466. Mark, attach, or enclose materials for outgoing mail.	82	59	3.4	47	2.3	2.7	Daily	Daily +
467. Make up, check and distribute mailing list.	30	42	1.9	24	2.0	2.4	Monthly	Monthly
468. Maintain incoming and outgoing correspondence register.	10	16	0.8	8	2.3	2.0	Weekly	Daily
469. Maintain current routing guide or distribution lists.	32	25	1.9	29	2.1	2.6	Weekly	Monthly
470. Open and read mail.	87	80	4.2	60	2.7	2.7	Daily +	Daily +
471. Obtain mailing material from post office such as certified & registered mail stickers, rate sheets, etc.	23	25	0.7	9	-	1.9	Yearly	Monthly
475. Pick up mail.	37	39	1.6	17	2.0	2.0	Daily	Daily +

476.	Process incoming mail for routing.	53	56	2.0	25	2.4	2.5	Daily +	Daily +
477.	Process outgoing mail.	48	45	2.1	33	2.5	2.6	Daily +	Daily +
479.	Receive, time stamp and route messages.	32	42	2.4	37	2.4	2.3	Daily +	Daily +
480.	Sign for registered or certified mail.	47	45	1.7	15	2.0	2.0	Monthly	Daily
481.	Sort mail (for different persons).	77	69	2.9	35	2.3	2.3	Daily	Daily +
482.	Stamp envelopes (manually).	52	38	0.7	3	1.5	1.8	Daily	Daily
483.	Stamp incoming mail as to date.	52	55	3.1	48	2.2	1.9	Daily +	Daily +
484.	Stuff, bundle, sort, and/or label outgoing mail.	62	50	2.7	38	1.9	2.5	Daily	Daily +
485.	Take mail to mail room or mail box.	58	64	2.5	33	1.8	2.0	Daily	Daily
486.	Take mail to post office.	28	26	0.5	2	1.9	1.9	Weekly	Yearly
487.	Trace mail.	10	18	0.7	5	2.2	2.4	Yearly	-
489.	Use U.S. Zip code directory.	68	75	2.9	40	1.9	1.9	Daily	Daily
490.	Use U.S. Postal manual for postage rates and types of mail.	23	29	0.6	5	1.9	2.1	Monthly	Weekly
491.	Weigh items.	40	34	0.6	3	1.9	2.0	-	Daily
492.	Wrap and tie packages.	58	51	1.5	17	1.5	1.7	Monthly	Monthly

Frequency of Use of Scale Categories

It is of interest to note the extent to which each of the scale categories on the questions of the Task Inventory Questionnaires were used. Table 2 provides an overall tally of these responses. There seemed to be a quite reasonable distribution of category usage, with some emphasis on those which might logically be expected.

Of particular notice is the use of the four undefined scale levels on Question 6, Extent Task Is Part of the Job. Undefined levels 2, 3, 5, and 6 together accounted for 41% of all seven response levels beyond the "0" ("not a part of the job") level. This result helps allay concern that workers would not understand or use scale levels which are not defined in some statement form.

Consistency and Interrelationships of Task Questions

Each of the groups of 60 secretaries and 40 supervisors answering a task question were divided alternately into two subgroups of 30 secretaries and 20 supervisors each. These subgroups of respondents were then used to recompute average responses for each task question. This permitted a comparison to be made of how consistent were the average answers for a question, by relating those given by one half of the respondents to those given by the other half of respondents. Table 3 lists the product-moment correlations obtained between subgroups for Questions 1 through 11, and for training categories within Questions 10 through 13. The correlations were calculated across all 492 listed tasks, even though 195 were subsequently considered to be of low relevance to the occupation.

Where a question called for an answer to be given for each task, it will be noted that the subgroups provided highly consistent answers. Where the respondents were to provide answers only for tasks marked as part of the job the correlations declined sharply. In these instances many task averages were based on fewer respondents than when all were required to mark an answer.

Such apparent instability, however, is somewhat misleading. Many of the tasks were not highly relevant to the occupation of General Secretary. These contributed considerable instability to average values computed on a task question, because so few ratings entered into their computation.

Response consistency of another sort was also examined. This pertained to the relationship of this occupational survey to the results achieved in the earlier study of the secretarial science occupational area (Borcher & Joyner, 1973).

Table 2

Distribution of Individual Responses on Each Task Question

Response Categories	60 Secretaries	40 Supervisors
Occurrence of Task (Questions 1 and 2)		
Task Not Performed		
Group 1		
(Secretaries Answering Questions 1-3-8)	21,494	
(Supervisors Answering Questions 2-7-9-10)		14,635
Group 2		
(Supervisors Answering Questions 2-4-13-11)		13,294
Frequency of Task Performance (Questions 3 and 4)		
Frequency Categories:		
Not Normal, But Have Done	514	527
Less Than Once per Year	138	160
Once per Year	753	521
Once per Month	1,677	1,211
Once per Week	1,300	916
Once per Day	1,347	996
Several Times Daily	2,160	1,760
Extent Task Is Part of the Job (Question 6)[a]		
Extent Categories:		
Not a Part of Job	17,339	
Minor Part	2,818	
2	1,896	
3	1,772	
Substantial Part	2,398	
5	600	
6	633	
Most Significant Part	1,838	

Table 2 - Continued

Response Categories	60 Secretaries	40 Supervisors
Time to Qualify (Question 7)		
On-the-Job Qualification Time Categories:		
Never Necessary		25
Beyond 3 Years on Job		26
Within 1st 3 Years		126
Within 1st Year		292
Within 1st 6 Months		456
Within 1st 3 Months		679
Within 1st Month		1,254
Within 1st Week		2,109
Task Importance to the Job (Questions 8 and 9)		
Importance Categories:		
Low (relatively unimportant)	1,467	809
Moderate (important, but not essential)	2,774	1,722
High (essential)	3,670	2,455
Supervisor Suggestions (Questions 10 and 11)		
Possible to Improve Task Procedures		634
Means for Improvement of Task Procedures:		
Handbook or Other Job Guide		120
Improve Directives		91
Improve Training Content		368
Research or Special Study		13
Don't Know		19
Other		12
Not Marked, or Unusable Response		11
Poorly Performed Tasks		564
Reasons for Unsatisfactory Task Performance:		
Lack of Interest or Poor Attitude		104
Ineffective Training Programs		238
Have More Important Matters to Do		75
Extremely Difficult to Master		84
Don't Know		18
Other		27
Not Marked, or Unusable Response		18

Table 2 - Continued

Response Categories	60 Secretaries	40 Supervisors
Learning Location (Questions 12[a] and 13)		
Location Categories:		
Prior to Training	1,965	594
In Formal Training Program	7,459	2,409
On the Job Site, After Employment	8,506	2,147
Experience in Related or Entry Occupation	2,537	485
Other	12	52
Nothing to Learn	8,689	624
Not Marked, or Unusuable Response	352	

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[a] Questions 6 and 12 were to be answered for all listed tasks; hence, the large frequency of answers that a task is "not part of the job" or there is "nothing to learn." Workers answering Questions 6 and 12 were not asked first to check tasks on Question 1. In Question 12 this interpretation is confounded with a possible intent to note actual job tasks which in fact require no special learning.

Table 3

Inter-Group Correlations for Each Task Question

Task Question and Type of Average Value Used	Correlation Over All Listed Tasks
Question 1: Occurrence* (percent of workers checking task)	.95
Question 2: Occurrence* (percent of supervisors checking task)	.96
Question 3: Frequency (worker medians)	.52
Question 4: Frequency (supervisor medians)	.57
Question 6: Part of Job* (worker means)	.97
Question 7: Time to Qualify (supervisor medians)	.52
Question 8: Job Importance (worker means)	.33
Question 9: Job Importance (supervisor means)	.44
Question 10: Procedure Improvement (percent of supervisors checking task)	.64
Question 10: Training Content (percent of supervisors suggesting training)	.34
Question 11: Poorly Performed (percent of supervisors checking task)	.65
Question 11: Training Reason (percent of supervisors suggesting training)	.26
Question 12: School Location* (percent of workers suggesting school learning)	.86
Question 12: Job Location* (percent of workers suggesting on-job learning)	.81

Table 3 - Continued

Task Question and Type of Average Value Used	Correlation Over All Listed Tasks
Question 13: School Location (percent of supervisors suggesting school learning)	.45
Question 13: Job Location (percent of supervisors suggesting on-job learning)	.39

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*Note that Questions 1, 2, 6, and 12 called for answers to be given for each listed task. The other questions did not, and averages were computed for each task only on the basis of persons actually responding.

There were 341 secretarial tasks that were completely identical in the two studies, after omitting tasks shown by Questions 1 and 2 to be of little relevance to the occupation of General Secretary. (Note: This sorting was less restrictive than that used later for the 297 tasks listed in Table 1.) The percent of workers checking tasks performed were compared between studies by use of product-moment correlations.

On these 341 tasks, Question 1 correlated .87 with comparable results on the earlier study. This would seem highly consistent, particularly since the first study obtained worker data from only one metropolitan area.

Question 6, Extent Task Is Part of the Position, also yields percentage values which can be compared with Question 1 and with the earlier study. Using the value of the percent of workers rating a task at a level of 4 ("substantial part of the job") or higher, Question 6 correlated .88 with the earlier study. It correlated .91 with Question 1 percentages.

Thus, the occupational survey results on Task Occurrence appear to be reasonably stable and consistent between different sets of respondents. This result is in agreement with many studies on the methodology that have been conducted by the U.S. Air Force in their military job context. Group averages on survey data can provide reliable information, even though the responses of individual workers might be far more inconsistent.

On the matter of the extent to which each task question relates to other task questions, product-moment correlations were computed between various pairs of questions. These scale intercorrelations are cited in Table 4, with the caution to the reader that they permit only very tentative interpretations. Scales were not fully comparable in terms of their underlying dimensions, with percentages sometimes correlated with medians. Additionally, the correlations were computed across all 492 listed tasks, and many less relevant tasks entered into the figures. Thus, the correlations would tend to be minimum estimates of these interrelationships.

Table 4 shows the intercorrelations separately for the two halves of the survey data, excluding Questions 12 and 13 which did not lend themselves to comparisons with other scales. Stability of these relationships might be inferred by the extent to which these two subgroups of respondents produced nearly identical inter-scale correlations. It is apparent that Questions 1, 2, 6, 8, and 9 (Task Occurrence, Part of the Job, and Job Importance) were all highly interrelated, but not completely so. Task Frequency (Questions 3 and 4) and Time to Qualify (Question 7) were moderately related to several other scales, though the more important tasks did tend to be those

Table 4

Task Scale Interrelationships
(based on averages for all 492 tasks, using halved groups of respondents)

	Q2 %	Q3 Medians	Q4 Medians	Q6 Means	Q7 Medians	Q8 Means	Q9 Means	Q10 %	Poorly Performed (Q11%)
Task Occurrence (Q1%) and:									
1st Half of Workers	.95	.50	.51	.92	.47	.97	.89	.29	.41
2nd Half of Workers	.93	.58	.63	.90	.53	.97	.89	.40	.24
Task Occurrence (Q2%) and:									
1st Half of Supervisors		.45	.56	.93	.52	.92	.94	.35	.44
2nd Half of Supervisors		.53	.67	.91	.56	.91	.96	.49	.30
Frequency of Performance (Q3 Medians) and:									
1st Half of Workers			.35	.48	.33	.52	.46	.07	.20
2nd Half of Workers			.61	.54	.43	.59	.52	.21	.12
Frequency of Performance (Q4 Medians) and:									
1st Half of Supervisors				.52	.44	.51	.54	.16	.24
2nd Half of Supervisors				.64	.48	.64	.66	.28	.21
Extent Task Is Part of Job (Q6 Means) and:									
1st Half of Workers					.43	.93	.89	.30	.48
2nd Half of Workers					.47	.92	.91	.45	.31
Time to Qualify (Q7 Medians) and:									
1st Half of Supervisors						.44	.51	.18	.15
2nd Half of Supervisors						.49	.53	.22	.05

Table 4 - Continued

	Q2 %	Q3 Medians	Q4 Medians	Q6 Means	Q7 Medians	Q8 Means	Q9 Means	Q10 %	Poorly Performed (Q11%)
Job Importance (Q8 Means) and:									
1st Half of Workers							.91	.34	.44
2nd Half of Workers							.91	.44	.28
Job Importance (Q9 Means) and:									
1st Half of Supervisors								.42	.40
2nd Half of Supervisors								.57	.32
Procedure Improvement (Q10%) and:									
1st Half of Supervisors									.46
2nd Half of Supervisors									.52

performed more often by a worker and which have shorter time periods of job experience before supervisors expect competent performance. The percentages of supervisors checking tasks on Questions 10 and 11 were correlated positively with other scales, but the meaningfulness of the relationships is uncertain.

Where there were comparable task questions between workers and supervisors, there were mixed results. Questions 1 and 2 (Task Occurrence) and Questions 8 and 9 (Job Importance) showed considerable relationship between average answers of workers and supervisors. However, there was only a small to moderate relationship between Questions 3 and 4 (Frequency of Performance). This might indicate that supervisors are not highly aware of what workers do when the question gets at a high level of job detail. Their view of the job is probably more accurate at a broader level of question, such as should workers be doing a task (Question 2) and how important to the job is a task (Question 9).

IMPLICATIONS OF FINDINGS

The tables of data in Appendix C provide a wealth of provocative information, depending on the needs and interests of the reader.

Worker-Supervisor Differences

Tables C-1, C-2, and C-4 contain a column showing the difference of average responses between workers and supervisors on questions of Task Occurrence, Job Importance, and Frequency of Performance. When there is a large discrepancy between the two groups, this suggests where there may be real differences in perceptions and expectations. Such differences warrant further examination to establish the reason for each deviation and its meaningfulness for curriculum purposes.

On Table C-1 it can be noted that there were eight tasks where the percentages of respondents checking the task differed by at least 20% between workers and supervisors. Four of these tasks (Tasks 3, 74, 104, and 113) resulted in about one-fourth of the secretaries saying they did the task, but nearly half of all supervisors said they should be done by secretaries in their organization. Both groups agreed that these tasks were only of moderate job importance. Though these discrepancies suggest potential areas of conflict, only on Task 3 did any large number of supervisors suggest there was any performance problem (Question 10). In the opposite direction of response differences there was only one instance (Task 149, Sign employer's mail) where far more secretaries did the task than there were supervisors saying it should be done (65% to 36%).

Table C-1 also lists the differences in responses to Questions 1 and 6, where different groups of workers answered each question. These questions, however, are not directly comparable. It had been assumed that the "0" rating on Question 6 would be the same as not checking a task on Question 1. This turned out to be an oversimplified interpretation of the scale usage on Question 6. Apparently workers tended to use scale levels of 1, 2, and even 3 on Question 6 to anticipate tasks they might be called upon to perform. This is illustrated by the correlation of .91 (reported in the preceding section above) between Question 1 and the percent rating a task at level 4 or higher on Question 6.

There are 116 tasks on Table C-4, Frequency of Performance, for which a worker-supervisor difference in average rating was as large as 1.5 scale units or greater. All but 16 of these differences can be attributed to the fact that few ratings entered into their averages, since only 16 of these tasks are included in the Table 1 list of the more job-relevant tasks. Thus, caution in using task data must be exercised whenever there are very few workers or supervisors providing that data for a task.

Eleven of the tasks exhibited worker-supervisor differences of as much as two scale units. These were Tasks 32, 43, 52, 110, 157, 174, 213, 388, 414, 480, and 487. In examining Table C-3, it can be noted that only two of these were any substantive part of the occupational work, achieving a Question 6 rating greater than 1.5. Task 157, "Evaluate files, reports, or correspondence," was reported as performed daily, with supervisors expecting it to be done once a year on the average. Task 480, "Sign for registered or certified mail," had supervisor expectation of more frequent performance than workers reported: daily expectations as opposed to monthly performance. This exemplifies a possible use by supervisors of the "daily" frequency to imply a task should be done "as necessary." In this instance, the apparent difference between workers and supervisors may not be a real difference in job perceptions.

Only one job-relevant task exhibited a worker-supervisor difference of 1.0 scale units or greater on Question 8 and 9, Job Importance. This was Task 52, "Act as notary public," which workers rated as much more important than did supervisors. All other differences of at least 1.0 that are cited on Table C-2 can be attributed to instability of averages computed from two few respondents. That is, they occurred on tasks of least relevance to the occupation.

Minor deviations should be ignored. The margin of measurement error is such that the data can only indicate tendencies, not precise measures. However, when large numbers of respondents generally agree, and when group differences are reasonably large, these task data can be quite informative and meaningful.

Some Clues Regarding Need for Training

The data need further analysis and interpretation in order to be used effectively in resolving curriculum issues. The obvious first step would be to eliminate from further training consideration those tasks which are not of some minimal relevance to the occupation. This was done to produce the task listing in Table 1, using information on what proportion of workers do and should perform a task. While useful to reduce the size of the total list, the results may mask some issues that could have meaning for some purposes. Thus, Table 1 omits Task 171 because few workers do it, yet one-third of the supervisors said it should be done. The reverse is true for another omitted item, Task 328. A fourth of the workers said they assist with publicity for charity drives, but only eight percent of the supervisors expect that performance as part of the job.

Examination of the Appendix C data on the remaining tasks in Table 1 can provide a variety of clues as to whether or not each task warrants training. In some instances there may be unresolved differences and conflicts in the several data summaries. These raise questions of why are there such differences, and what do they imply for curriculum planning or other purposes? Additional attention then needs to be focused on these targeted issues, with perhaps some other information being necessary before such issues can be resolved. The advantage of the present data is that they may help focus and direct this attention.

Three tasks are used below to illustrate some of the clues that might be obtained from the data.

Task 6, "Coordinate work activities with other employees or agencies," is rated as a highly relevant part of the job, performed often by many workers and is important to the job. On examining Tables C-5 and C-6, however, the task is one that can take a relatively long time to learn on the job and neither workers nor supervisors suggest that the task should be learned primarily in school. In fact, both groups lean heavily on work experience as the basis for acquiring the task skill.

Two other common tasks are Tasks 62, "Compose copy at the typewriter," and 100, "Punctuate articles, manuscripts, etc." Competency on both tasks is expected early on the job. In both cases, the majority of workers and supervisors agree that the skills should be learned primarily in school prior to employment. Table C-7 indicates, however, that existing training on these matters may not be sufficiently effective. At least 10% of the supervisors on Question 10 indicated that improvement in procedures was needed for both tasks, with improvement of the content of formal training suggested as the appropriate means for accomplishing this change in work performance. This recommendation is supported for Task 100 by supervisors on Question 11, with 28% indicating that the task is poorly performed by General Secretaries primarily because of ineffective school training programs. Poor performance of Task 62 was also indicated, but for that task they suggested that the reason was primarily due to it being very difficult to master. Criticism of existing school training was not predominent for Task 62.

For interpreting Questions 10 and 11 in Table C-7, it is usually meaningful to examine tasks where 10% or more of the supervisors mark them as problem areas. Since ratings on these two questions are not called for on every task a supervisor says is job relevant, when 10 or 20% of them do check a particular task it generally would be indicative of a problem area. It may or may not suggest a training concern, however. The methods or reasons suggested by supervisors need to be examined for clues of what is the nature of the problem. In doing this, it is useful to acknowledge that "training" is the typical suggestion of how to alleviate a problem. When alternative suggestions receive a proportionately high use, even though they are suggested by fewer supervisors than those suggesting training, these alternate suggestions are often quite meaningful and warrant attention.

Of the 297 tasks listed in Table 1, supervisor answers to Question 7 (Time to Qualify) indicate that they expect workers to be able to competently perform nearly two-thirds of them within the first month or so on the job. Of these, half are expected to be well performed by the first week or so. Early competency is particularly expected for many tasks in Duties I, J, and L (Receptionist, Clerical, and Mail Room activities). Other duties where early ability tends to be somewhat expected are Duties C and F (Personal and Stenographic). Duties where the longest periods of time on the job appear available before competent performance is expected are Duties A, B, D, and E (Organizing, Supervising, Inspecting, and Training Activities). Precise indications of task ratings on Question 7 are contained in Table 5 of Appendix C.

Of the tasks cited in Table 1, formal training programs were definitely recommended by secretaries for 53 tasks and by supervisors for 85 tasks, using the basis that 50% or more of each group suggesting a learning location did cite school training in Questions 12 and 13. Of these, secretaries and supervisors both recommended training for 45 of the tasks. These were predominantly in Duties F and J, where there was agreement on 12 stenographic tasks and on 20 clerical activities, with supervisors emphasizing an additional 18 clerical activities. Refer to Table 6 in Appendix C for specific ratings of task learning locations.

Clues about Problem Areas

Questions 10 and 11 allowed supervisors to pinpoint potentially faulty areas of training and performance. Their suggestions warrant further exploration, of course, but they did seem to indicate that at least five tasks (of those cited as reasonably relevant in Table 1) could benefit by the development of procedural handbooks or other job guides:

Task 16. Develop and improve work methods and procedures.
Task 172. Demonstrate equipment and procedures (for training).
Task 351. Clean typewriter.
Task 367. Operate copying machine (e.g., Xerox, Thermofax, Ozalid).
Task 384. Operate typewriter.

Research or other special study appears useful for one task:

Task 16. Develop and improve work methods and procedures.

And, managers might be especially aware of attitudinal problems interfering with the desired performance of four tasks:

Task 16. Develop and improve work methods and procedures.
Task 38. Plan work for one's self.
Task 430. Control and manage filing system.
Task 447. Search for lost materials in files.

Question 10 identifies 46 tasks (of those cited as reasonably relevant in Table 1) on which 10% or more of the supervisors indicated a possibility of improving task procedures. Along with the principal methods suggested for their improvement, these tasks were:

1. Provide a handbook or other job guide for five tasks (16, 172, 351, 367, 384).
2. Improve directives for two tasks (6, 153).
3. Improve training content for 35 tasks (3, 7, 27, 36, 38, 61, 62, 100, 108, 138, 172, 176, 179, 180, 181, 182, 184, 185, 186, 189, 191, 192, 208, 315, 320, 327, 338, 367, 392, 400, 401, 409, 430, 433, 438).
4. Provide research or special study for one task (16).
5. No concensus on method, for six tasks (76, 96, 113, 147, 303, 391).

Question 11 identifies 39 tasks (of those cited in Table 1) on which 10% or more of the supervisors indicated that, for many workers, performance was generally poor. Prime reasons suggested for such unsatisfactory performance were:

1. Due to lack of interest or poor attitude for four tasks (16, 38, 430, 447).
2. Due to ineffective training programs for 16 tasks (12, 92, 100, 109, 154, 179, 180, 186, 189, 191, 192, 208, 315, 324, 389, 433).
3. Due to secretaries having more important matters to do for one task (433).
4. Due to four tasks being extremely difficult to master (9, 62, 187, 334).

5. Due to unknown reasons for one task (392).
6. No concensus on reason, for 14 tasks (6, 7, 11, 20, 37, 77, 121, 153, 320, 327, 424, 438, 442, 449).

Supervisor Suggestions for Improving Performance

Supervisors were generous with their comments. Such information is quite valuable for interpreting responses to some of the task statements. In instances where the task questionnaires asked raters for their comments and suggestions on specific items, a number of supervisors did provide such comments. These are listed below, with the caution that they are comments given by individual supervisors. These comments are not necessarily representative of the entire occupation, but they may provide useful clues to management and training personnel for planning efforts to improve worker effectiveness and performance.

Suggestions of ways to improve task procedures, other than the standard means listed on the Question 10 answer sheet, were as follows:

Task 7 - Computerize.

Task 18 - Better on the job training.

Task 38 - Taking a few minutes each day for planning.

Task 76 - Keep supervisor informed of problems and when calls have been made, whenever given authority to place calls.

Task 179 - Many do not know grammar and spelling, need considerably more training in these areas.

Task 191 - Use recording equipment.

Task 424 - Increase use of manuals by referring people to them instead of answering questions - this would also make it essential that manuals were accurate and up-to-date.

Task 484 - Have sorting rack.

Task 492 - Design an area especially for wrapping packages with special equipment to hold corrugated paper, automatic tape dispenser, etc.

One supervisor provided a general comment on means for improving task procedures:

> Particular attention should be given to the training of "administrative detail" functions regarding secretaries. In the new "word processing" systems, more emphasis must be placed on duties other than typing. In our organization, a typist types, but the higher level secretaries do not type. All the systems and procedures connected with automated systems and word processing should be taught, as it's a whole new concept of office services and demands much training.

This general comment, combined with the comment made above relative to Task 191, suggests that in the near future the ability to take shorthand may not be as important as the ability to operate "word processing" systems. This suggestion received some support from a response to a task not listed in Table 1 as relevant: Task 117 elicited the comment that shorthand might be eliminated and replaced by machine dictation in a complete word processing system.

Question 11 asked supervisors for reasons why certain tasks were generally performed poorly. In addition to the use of standard answer categories, the following reasons were written in by some of the responding supervisors:

Task 5 - Lack of self-confidence outside their own small work group.

Task 7 - Unwillingness to accept responsibility of completion - will not make judgmental decisions.

Tasks 62, 63 - Unwilling to accept additional responsibility, not interested, can not compose in business voice, do not know enough to respond to or initiate correspondence.

Tasks 108, 179 - Poor composition skills--too many details, not concise, too many short sentences.

Task 149 - Many do not have the discretion to do this and employers are reluctant to allow.

Task 180 - Improvement needed in punctuation skills.

Task 192 - Problem of losing skills through lack of use.

Task 320 - Proofreader is unfamiliar with our department's terminology.

Task 327 - Because of the consistent daily pressures of business, need training programs on how to cope with these pressures so hostility is not conveyed in our communications with innocent callers; telephone attitudes are a daily problem for me; must stress common sense and politeness.

Task 340 - Have not been taught how to listen.

Task 359 - Employer does not help - makes own appointments without informing secretary.

Task 407 - Do not proofread after typing.

Tasks 433, 437 - Difficult to establish a filing system so you can easily find an item when an employer asks for it by color, size, date, or even topics.

Task 439 - Many secretaries do not take handling classified or confidential material seriously, this should definitely be stressed in formal secretarial training.

USE OF THE DATA

From the experiences of the Cornell University surveys of ornamental horticulture jobs, it would appear that several types of user groups would be interested in task data (Berkey, 1975):

1. One group would be comprised of persons writing or updating curriculums for training programs to prepare students for initial employment in an occupation. This group needs a list of job tasks for which training is relevant, and information for use in identifying priorities of training need. A subset of this group will be those persons who also have responsibility for continuing education programs at the postsecondary level. For them, the total range of tasks performed in an occupation would be important, as well as identification of those tasks generally needing improved performance.

2. A second user group are those persons who may also belong to the first group, but who conduct local occupational surveys as needed for their individual training programs. This group might well extract important survey information and take it to their advisory

committee to verify local needs. Data more representative of performance requirements nation- and industry-wide could be compared with local results to assure that students are prepared for a wide scope of employment opportunities. To begin conducting their own local surveys, the existing task lists provide a starting point for development of their own lists which may include greater attention to local practices.

3. A third group is composed of research-oriented curriculum development personnel who are interested in developing new or improved procedures for analyzing the requirements of performance situations. For this group, a description of survey results can be used to compare with results from alternative procedures or surveys.

4. A fourth group consists of prospective workers in the occupation surveyed, and of the guidance counselors serving their needs. The identification of what work actually is being performed by workers may be an important source of information describing an occupation at a given point in time. One item of useful information might be data on how often a task is performed by a worker, though tasks frequently performed are not necessarily the critical tasks of the job.

One additional user group for occupational survey data is that of professional and labor associations. They are becoming increasingly concerned with activities to assure that unemployment, underemployment, and obsolescence among their members do not occur. Workshops and newsletters communicate information for skill development and upgrading. An excellent example of such an effort is the 1975 study conducted by The National Secretaries Association in which 1,420 questionnaires were returned from their members. Results are being communicated through articles published in The Secretary magazine. Twenty-two secretarial tasks were found to be carried out on a daily basis by 50% or more of those participating in the study. With the data stored on a computer, the association can now examine a wide variety of job issues that vary as a function of differing worker backgrounds and employment situations.

Curriculum developers who plan training programs in schools and colleges offering specialized programs for potential secretaries may be interested in the importance or relevance of a job task to the secretary of a particular type of business enterprise. For example, some programs may intend to train secretaries for employment in hospitals, or in a manufacturing or a sales organization. The present survey data, however, do not indicate the significance of tasks for a single type of industry or enterprise. Rather, it is a composite cross-section of employment situations. The study would need to be repeated, using workers and supervisors from a particular type of industry, to obtain meaningful information based only on that industry. This could, of course, be done; and, if a description were available to represent a second industry, it would be most appropriate to compare results and note differences according to the type of industry involved.

In making use of the secretarial task data, there are several misconceptions to be avoided and cautions to be observed when interpreting this information. The data report a picture of the occupation as it existed at the time of the survey, but the occupation is undergoing change and new surveys would be warranted to detect trends and determine task relevancy at different points in the future. Not all tasks in the total list are relevant to the job of General Secretaries, nor are all job-relevant tasks appropriate for any one specific secretary. These tasks vary in the degree to which they are job relevant, being performed by differing proportions of secretaries and each having its own level of value to the occupational assignment.

Additionally, the learning of a task is not an all-or-none proposition. For many tasks the learning process may only begin in pre-employment schooling, with job experience and company training programs serving to extend and complete that learning. Some tasks may not even warrant the attainment of full proficiency, with minimum capability being all that the job requires of a worker. Nor does job importance directly imply training importance for a task. Thus, despite a task's ratings of frequency, importance, significance, problems, and suggested learning locations, decisions by curriculum planners are still required on what and how much training is appropriate. These decisions, however, should be possible with reasonably assured accuracy and certainty when the planner can refer to an informed source of what work is currently done by workers in an occupation. The present report is intended to be of service in providing one such data base.

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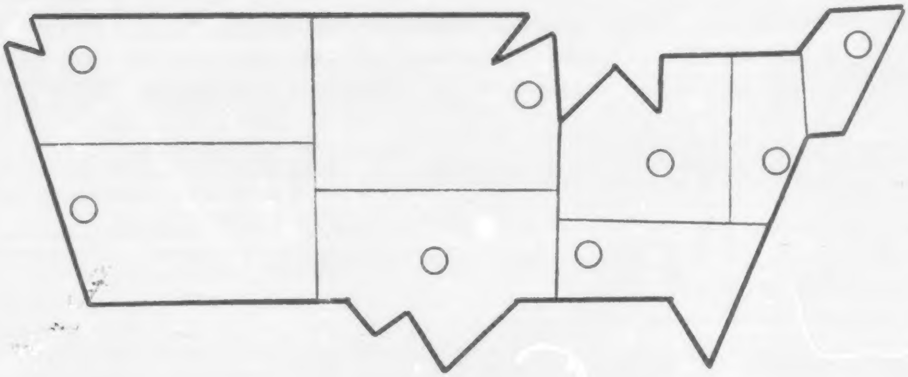
APPENDIX A

PARTICIPATING STATE AGENCIES AND THEIR KEY SUPPORTING PERSONNEL

DATA-GATHERING LOCATIONS FOR THE 1974 TASK INVENTORY QUESTIONNAIRES

Washington	Wisconsin	Ohio	New Hampshire
California	Oklahoma	Mississippi	New Jersey



Network of state curriculum laboratories, research centers, and vocational agencies participating in the early 1974 administration of Task Inventory Questionnaires to workers and supervisors:

California

Vocational-Technical Education Curriculum Laboratory,
California State Department of Education

Patrick J. Weagraff, Director

Mississippi

Research and Curriculum Unit for Vocational-Technical Education,
Mississippi State Division of Vocational and Technical Education and Mississippi State University (cooperating)

James E. Wall, Associate Dean (R&D) and R/CU Director
James F. Shill, R/CU Co-Director

New Hampshire

Division of Vocational-Technical Education,
New Hampshire State Department of Education

Gloria Cooper, Director, Research Coordinating Unit
Deborah L. Bloxom, Associate Education Consultant
Richard L. Barker, Director, Professional Development

New Jersey

New Jersey Vocational-Technical Curriculum Laboratory,
Bureau of Occupational Research Development, New Jersey State Division of Vocational Education

Joseph F. Kelly, Director

Ohio

Instructional Materials Laboratory,
The Ohio State University, Trade and Industrial Education Services

Tom L. Hindes, Director

Oklahoma

Division of Research, Planning and Evaluation,
Oklahoma State Department of Vocational and Technical Education

William W. Stevenson, Director
Fern A. Green, Planning Unit Coordinator
Larry D. Johnson, Research Assistant
Ronald Meek, Coordinator, Curriculum and Instructional Materials Center

Washington

Curriculum Management Center,
Washington State Coordinating Council for Occupational Education

James L. Blue, Director

(with) Ross Byrd, Associate Professor
Department of Business Education and Administrative Management,
Central Washington State College

Wisconsin

Instructional Services,
Wisconsin Board of Vocational, Technical, and Adult Education

Clifford Zenor, Consultant

(with) Griff Dye, Consultant
Center for Vocational-Technical Education Studies,
University of Wisconsin-Madison

APPENDIX B

BACKGROUND CHARACTERISTICS OF RESPONDENTS

Appendix B contains background characteristics of the people answering the questionnaires. The source of the data for Table 1-4 in this appendix was the Background Information page of the Task Inventory Questionnaires, while Table B-5 incorporates data reported by the agencies administering those questionnaires. Job, business, and training labels given in Tables 1-3 were options listed on each Background Information sheet, along with an option for noting other labels. Respondents were to check only one option. Multiple responses to a question were recorded as unknown, which commonly occurred in the citation of training sources.

Table	Description
B-1	Job Title
B-2	Type of Business
B-3	Source of Training
B-4	Years of Experience
B-5	Location Contexts

Table B-1

Job Title

Worker Titles	N	Percent
General Secretary, or Secretarial Stenographer	64	53.3
Stenographer, or Clerk-Stenographer	15	12.5
Typist	2	1.7
Receptionist	0	0
Administrative, or General Office Clerk	3	2.5
Legal Secretary	2	1.7
Medical Secretary	0	0
Executive Secretary	25	20.8
Administrative Assistant, or Administrative Officer	0	0
Office Manager	1	0.8
Other	6	5.0
Unknown	2	1.7
TOTALS	120	100.0

Supervisor Titles	N	Percent
Office Manager, or Department Manager	26	32.5
Administrative Assistant, or Administrative Officer	18	22.5
Head of Secretarial Services	5	6.2
Chief Clerk	1	1.2
Executive Secretary	8	10.0
Professional Worker (e.g., insurance agent, lawyer, research psychologist, building contractor)	6	7.5
Other	13	16.2
Unknown	3	3.8
TOTALS	80	100.0

Table B-2

Type of Business

	Workers		Supervisors	
Business Types	N	Percent	N	Percent
Agriculture	3	2.5	2	2.5
Banking and Finance	6	5.0	4	5.0
Communications	3	2.5	5	6.2
Construction	0	0	1	1.2
Education	31	25.8	24	30.0
Equipment Servicing	0	0	1	1.2
Federal Agency	5	4.2	2	2.5
Food Processing	0	0	1	1.2
Health Services	5	4.2	3	3.8
Insurance	3	2.5	5	6.2
Legal Services	3	2.5	0	0
Manufacturing	16	13.3	8	10.0
Merchandising and Sales	7	5.8	2	2.5
Natural Resources (other than Agriculture)	1	0.8	0	0
Non-Federal Government (other than Education)	9	7.5	7	8.8
Research	6	5.0	2	2.5
Transportation	3	2.5	2	2.5
Utility (energy, water, fuel)	1	0.8	0	0
Other	10	8.3	5	6.2
Unknown	8	6.7	6	7.5
TOTALS	120	100.0	80	100.0

Table B-3

Source of Training

Training Sources	N	Percent
Public High School	39	32.5
Technical Institute or College	4	3.3
Manpower Development Program (MDTA)	0	0
Adult Education Program (other than MDTA)	0	0
Armed Services Technical School	0	0
Private Business, Trade, or Technical School	13	10.8
Community or Junior College	9	7.5
Senior College or University	4	3.3
Correspondence Courses	0	0
Employer Training Program	0	0
Equipment Manufacturer's Training Program	0	0
Formal Apprenticeship Program	0	0
Previous Work Experience in other Types of Jobs	7	5.8
On the Job (Self-Learned)	14	11.7
Other	3	2.5
Unknown	27	22.5
TOTALS	120	100.0

Table B-4

Years of Experience

General Secretaries	N[a]	Mean No. of Years	SD	Range of Years Least	Range of Years Most
Worked at Present Job	116	4.79	4.99	0	27
Worked in Secretarial Field	114	9.54	7.38	1	33

[a] Number of secretaries providing usable responses.

Table B-5

Location Contexts[a]

Type of Business Operation	Workers	Supervisors
Federal Service	4	1
State Service	12	9
Local Service	5	4
Private Business Firm	24	13
University or College	3	1
Education	12	10
Other	6	3
Unknown	54	39
Size of Business		
Small	9	9
Moderate	5	3
Large	31	16
Unknown	75	52
City Size		
Metropolitan	50	23
Moderate/Remote	17	13
Unknown	63	44

[a] Data provided by supporting state agencies for 120 workers (secretaries) and 80 supervisors.

APPENDIX C

TASK INVENTORY DATA

Appendix C contains a detailed presentation of the task inventory data in computer printout form. Each table is preceded by a description of the questions and response categories that are reported on that table.

Table	Description
C-1	Task Occurrence (Q1, Q2, and Q6)
C-2	Task Importance (Q8 and Q9)
C-3	Extent Task Is Part of the Job (Q6)
C-4	Frequency of Task Performance (Q3 and Q4)
C-5	Time to Qualify (Q7)
C-6	Learning Location (Q12 and Q13)
C-7	Supervisor Suggestions (Q10 and Q11)
C-8	Summary of Tasks by Percent of Workers Performing
C-9	Summary of Tasks by Percent of Supervisors Desiring Performance

Table C-1

Task Occurrence (Q1, Q2, and Q6)[a]

Question 1: Task Occurrence (Workers)

During the last year or so in your present job position as a General Secretary, which of the activities have you performed?

Response: Check mark for each task performed.

Question 2: Task Occurrence (Supervisors)

From your experience as a supervisor of one or more General Secretaries, indicate which of the activities should be performed by General Secretaries in your operation; that is, by such employees under your supervision in your office or firm. Indicate which tasks your General Secretaries should be doing as part of their job, even if only done once.

Response: Check mark for each task that secretaries are expected to do.

Question 6: Extent Task Is Part of the Position (Workers)

Answer this question so as to give the best description you can. For each task statement, rate how significant a part of your job it is. Consider and weigh its importance, frequency of occurrence, relevance, and any other factor which you think determines to what extent the task is part of your position. In your own mind, combine these factors into a single rating of how significant a part of your job it represents.

---

[a] In Table C-1, positive (checked) responses are reported for Q1 and Q2. A composite response composed of any selection of scale ratings 1 through 7 is reported for Q6. The results indicate that Q6 is a more sensitive measure of minor tasks than the checklist used in Q1 and Q2. Because the group of workers responding to Q6 rated each task, the data provided by Q6 appear to include those they might do on some remote occasion.

Table C-1 - Continued

Categories and Values of the Response Scale:

0 = Definitely not a part of my job
1 = Under unusual circumstances may be a minor part of my job
2 = (not defined)
3 = (not defined)
4 = A substantial part of my job
5 = (not defined)
6 = (not defined)
7 = A most significant part of my job

Each of the 10 columns of Table C-1 is identified below.

Column 1:	Number of Group 1 workers who checked (Question 1) that the task is performed.
Column 2:	Percent of Group 1 workers checking the task (Question 1).
Column 3:	Number of Group 2 workers who rated the task as being some part of the job (Question 6).
Column 4:	Percent of Group 2 workers rating the task 1-7 (Question 6).
Columns 5 and 6:	Composite of Column 1-4 data.
Column 7:	Difference between worker groups responding to the task (Column 2 minus Column 4).
Column 8:	Number of combined Groups 1 and 2 supervisors who checked (Question 2) that the task should be performed by secretaries.
Column 9:	Percent of all supervisors checking the task (Question 2).
Column 10:	Difference between workers and supervisors responding to the task (Column 2 minus Column 9).

TASK INVENTORY DATA SUMMARY
SECRETARIES - COMPOSITE

TABLE 1: TASK OCCURRENCE

	PERFORMED BY WORKERS							DESIRED BY ALL SUPERVISORS		
	Q1(+)		Q6(1-7)		Q1+Q6		D:Q1-Q6	Q2(+)		D:Q1-Q7
TASK	N	%	N	%	N	%	%	N	%	%
1	2	3.3	5	8.5	7	5.9	-5.1	12	15.0	-11.7
2	13	21.7	32	53.3	45	37.5	-31.7	22	27.5	-5.8
3	16	26.7	30	50.8	46	38.7	-24.2	41	51.3	-24.6
4	15	25.0	31	51.7	46	38.3	-26.7	22	27.5	-2.5
5	21	35.0	35	58.3	56	46.7	-23.3	34	42.5	-7.5
6	34	56.7	45	77.6	79	66.9	-20.9	52	65.0	-8.3
7	36	60.0	50	83.3	86	71.7	-23.3	54	67.5	-7.5
8	6	10.0	15	25.0	21	17.5	-15.0	11	13.8	-3.8
9	8	13.3	25	41.7	33	27.5	-28.3	26	32.5	-19.2
10	3	5.0	10	16.7	13	10.8	-11.7	13	16.3	-11.3
11	21	35.0	42	70.0	63	52.5	-35.0	42	52.5	-17.5
12	9	15.0	26	43.3	35	29.2	-28.3	17	21.3	-6.3
13	1	1.7	9	15.0	10	8.3	-13.3	14	17.5	-15.8
14	7	11.7	13	21.7	20	16.7	-10.0	13	16.3	-4.6
15	24	40.0	36	60.0	60	50.0	-20.0	47	58.8	-18.8
16	31	51.7	50	83.3	81	67.5	-31.7	50	62.5	-10.6
17	25	41.7	38	63.3	63	52.5	-21.7	37	46.3	-4.6
18	13	21.7	28	46.7	41	34.2	-25.0	24	30.0	-8.3
19	11	18.3	14	23.7	25	21.0	-5.4	9	11.3	7.1
20	12	20.0	36	60.0	48	40.0	-40.0	27	33.8	-13.8
21	5	8.3	14	23.3	19	15.8	-15.0	15	18.8	-10.4
22	9	15.0	27	45.0	36	30.0	-30.0	24	30.0	-15.0
23	3	5.0	29	48.3	32	26.7	-43.3	17	21.3	-16.3
24	0	0.0	15	25.0	15	12.5	-25.0	11	13.8	-13.8
25	17	28.3	34	56.7	51	42.5	-28.3	31	38.8	-10.4
26	18	30.0	30	50.0	48	40.0	-20.0	24	30.0	0.0
27	38	63.3	52	86.7	90	75.0	-23.3	62	77.5	-14.2
28	3	5.0	6	10.0	9	7.5	-5.0	5	6.3	-1.3
29	15	25.0	25	41.7	40	33.3	-16.7	15	18.8	6.3
30	12	20.0	22	36.7	34	28.3	-16.7	18	22.5	-2.5

	PERFORMED BY WORKERS							DESIRED BY ALL SUPERVISORS		
	Q1(+)		Q6(1-7)		Q1+Q6		D:Q1-Q6	Q2(+)		D:Q1-Q2
TASK	N	%	N	%	N	%	%	N	%	%
31	10	16.7	14	23.3	24	20.0	-6.7	11	13.8	2.9
32	8	13.3	9	15.3	17	14.3	-1.9	10	12.5	0.8
33	9	15.0	24	40.7	33	27.7	-25.7	21	26.3	-11.3
34	38	63.3	54	91.5	92	77.3	-28.2	49	61.3	2.1
35	6	10.0	15	25.0	21	17.5	-15.0	16	20.0	-10.0
36	29	48.3	40	67.8	69	58.0	-19.5	36	45.0	3.3
37	26	43.3	47	78.3	73	60.8	-35.0	38	47.5	-4.2
38	48	80.0	59	98.3	107	89.2	-18.3	64	80.0	0.0
39	23	38.3	41	68.3	64	53.3	-30.0	24	30.0	8.3
40	8	13.3	18	30.0	26	21.7	-16.7	18	22.5	-9.2
41	4	6.7	5	8.3	9	7.5	-1.7	10	12.5	-5.8
42	13	21.7	19	31.7	32	26.7	-10.0	11	13.8	7.9
43	10	16.7	17	28.3	27	22.5	-11.7	18	22.5	-5.8
44	23	38.3	38	63.3	61	50.8	-25.0	31	38.8	-0.4
45	5	8.3	14	23.3	19	15.8	-15.0	11	13.8	-5.4
46	2	3.3	4	6.7	6	5.0	-3.3	7	8.8	-5.4
47	7	11.7	15	25.0	22	18.3	-13.3	8	10.0	1.7
48	39	65.0	51	85.0	90	75.0	-20.0	50	62.5	2.5
49	10	16.7	19	31.7	29	24.2	-15.0	24	30.0	-13.3
50	12	20.0	22	36.7	34	28.3	-16.7	26	32.5	-12.5
51	2	3.3	10	16.7	12	10.0	-13.3	14	17.5	-14.2
52	6	10.0	4	6.7	10	8.3	3.3	12	15.0	-5.0
53	1	1.7	7	11.7	8	6.7	-10.0	10	12.5	-10.8
54	8	13.3	9	15.0	17	14.2	-1.7	6	7.5	5.8
55	3	5.0	10	16.7	13	10.8	-11.7	8	10.0	-5.0
56	9	15.0	11	18.3	20	16.7	-3.3	11	13.8	1.3
57	1	1.7	9	15.0	10	8.3	-13.3	12	15.0	-13.3
58	7	11.7	24	40.7	31	26.1	-29.0	25	31.3	-19.6
59	14	23.3	26	43.3	40	33.3	-20.0	29	36.3	-12.9
60	3	5.0	5	8.3	8	6.7	-3.3	6	7.5	-2.5
61	31	51.7	47	78.3	78	65.0	-26.7	56	70.0	-18.3
62	43	71.7	54	90.0	97	80.8	-18.3	51	63.8	7.9
63	18	30.0	31	52.5	49	41.2	-22.5	29	36.3	-6.3
64	4	6.7	16	27.1	20	16.8	-20.5	6	7.5	-0.8
65	9	15.0	32	53.3	41	34.2	-38.3	20	25.0	-10.0

	PERFORMED BY WORKERS							DESIRED BY ALL SUPERVISORS		
	Q1(+)		Q6(1-7)		Q1+Q6		D:Q1-Q6	Q2(+)		D:Q1-Q2
TASK	N	%	N	%	N	%	%	N	%	%
66	0	0.0	6	10.0	6	5.0	-10.0	8	10.0	-10.0
67	1	1.7	5	8.3	6	5.0	-6.7	8	10.0	-8.3
68	0	0.0	3	5.0	3	2.5	-5.0	4	5.0	-5.0
69	1	1.7	6	10.0	7	5.8	-8.3	11	13.8	-12.1
70	0	0.0	9	15.0	9	7.5	-15.0	3	3.8	-3.8
71	1	1.7	2	3.3	3	2.5	-1.7	4	5.0	-3.3
72	20	33.3	23	38.3	43	35.8	-5.0	36	45.0	-11.7
73	1	1.7	11	18.3	12	10.0	-16.7	7	8.8	-7.1
74	15	25.0	40	66.7	55	45.8	-41.7	36	45.0	-20.0
75	29	48.3	50	83.3	79	65.8	-35.0	51	63.8	-15.4
76	25	41.7	33	55.0	58	48.3	-13.3	48	60.0	-18.3
77	28	46.7	40	66.7	68	56.7	-20.0	47	58.8	-12.1
78	35	58.3	47	79.7	82	68.9	-21.3	57	71.3	-12.9
79	8	13.3	20	33.9	28	23.5	-20.6	9	11.3	2.1
80	4	6.7	12	20.0	16	13.3	-13.3	10	12.5	-5.8
81	5	8.3	13	21.7	18	15.0	-13.3	17	21.3	-12.9
82	14	23.3	35	58.3	49	40.8	-35.0	33	41.3	-17.9
83	24	40.0	41	69.5	65	54.6	-29.5	25	31.3	8.8
84	34	56.7	47	78.3	81	67.5	-21.7	39	48.8	7.9
85	4	6.7	3	5.0	7	5.8	1.7	7	8.8	-2.1
86	40	66.7	51	85.0	91	75.8	-18.3	63	78.8	-12.1
87	2	3.3	5	8.3	7	5.8	-5.0	7	8.8	-5.4
88	11	18.3	16	27.1	27	22.7	-8.8	13	16.3	2.1
89	9	15.0	26	44.1	35	29.4	-29.1	16	20.0	-5.0
90	22	36.7	34	56.7	56	46.7	-20.0	22	27.5	9.2
91	7	11.7	5	8.3	12	10.0	3.3	9	11.3	0.4
92	33	55.0	54	90.0	87	72.5	-35.0	42	52.5	2.5
93	3	5.0	17	28.8	20	16.8	-23.8	7	8.8	-3.8
94	4	6.7	6	10.2	10	8.4	-3.5	3	3.8	2.9
95	8	13.3	21	35.0	29	24.2	-21.7	12	15.0	-1.7
96	38	63.3	55	91.7	93	77.5	-28.3	55	68.8	-5.4
97	13	21.7	28	46.7	41	34.2	-25.0	14	17.5	4.2
98	14	23.3	24	40.0	38	31.7	-16.7	21	26.3	-2.9
99	13	21.7	30	50.0	43	35.8	-28.3	15	18.8	2.9
100	27	45.0	46	76.7	73	60.8	-31.7	37	46.3	-1.3

	PERFORMED BY WORKERS							DESIRED BY ALL SUPERVISORS		
	Q1(+)		Q6(1-7)		Q1+Q6		D:Q1-Q6	Q2(+)		D:Q1-Q2
TASK	N	%	N	%	N	%	%	N	%	%
101	6	10.0	15	25.0	21	17.5	-15.0	13	16.3	-6.3
102	2	3.3	6	10.0	8	6.7	-6.7	10	12.5	-9.2
103	0	0.0	1	1.7	1	0.8	-1.7	6	7.5	-7.5
104	17	28.3	43	71.7	60	50.0	-43.3	39	48.8	-20.4
105	11	18.3	30	50.0	41	34.2	-31.7	20	25.0	-6.7
106	1	1.7	1	1.7	2	1.7	0.0	2	2.5	-0.8
107	21	35.0	36	60.0	57	47.5	-25.0	33	41.3	-6.3
108	10	16.7	25	41.7	35	29.2	-25.0	17	21.3	-4.6
109	7	11.9	15	25.0	22	18.5	-13.1	28	35.0	-23.1
110	8	13.6	16	26.7	24	20.2	-13.1	21	26.3	-12.7
111	3	5.1	4	6.7	7	5.9	-1.6	11	13.8	-8.7
112	7	11.9	15	25.0	22	18.5	-13.1	20	25.0	-13.1
113	16	27.1	36	60.0	52	43.7	-32.9	40	50.0	-22.9
114	0	0.0	18	30.0	18	15.1	-30.0	13	16.3	-16.3
115	12	20.3	27	45.0	39	32.8	-24.7	16	20.0	0.3
116	9	15.3	23	38.3	32	26.9	-23.1	26	32.5	-17.2
117	1	1.7	10	16.7	11	9.2	-15.0	8	10.0	-8.3
118	24	40.7	35	58.3	59	49.6	-17.7	30	37.5	3.2
119	19	32.2	30	50.0	49	41.2	-17.8	22	27.5	4.7
120	32	54.2	48	80.0	80	67.2	-25.8	46	57.5	-3.3
121	29	49.2	54	90.0	83	69.7	-40.8	41	51.3	-2.1
122	3	5.1	8	13.3	11	9.2	-8.2	8	10.0	-4.9
123	18	30.5	30	50.0	48	40.3	-19.5	27	33.8	-3.2
124	2	3.4	6	10.0	8	6.7	-6.6	4	5.0	-1.6
125	23	39.0	44	73.3	67	56.3	-34.4	35	43.8	-4.8
126	29	49.2	49	81.7	78	65.5	-32.5	37	46.3	2.9
127	11	18.6	17	28.3	28	23.5	-9.7	13	16.3	2.4
128	44	73.3	59	98.3	103	85.8	-25.0	58	72.5	0.8
129	11	18.3	34	56.7	45	37.5	-38.3	20	25.0	-6.7
130	4	6.7	8	13.3	12	10.0	-6.7	4	5.0	1.7
131	3	5.0	20	33.3	23	19.2	-28.3	11	13.8	-8.8
132	8	13.3	22	36.7	30	25.0	-23.3	12	15.0	-1.7
133	14	23.3	26	43.3	40	33.3	-20.0	16	20.0	3.3
134	3	5.0	13	21.7	16	13.3	-16.7	1	1.3	3.8
135	34	56.7	51	85.0	85	70.8	-28.3	43	53.8	2.9

TASK	PERFORMED BY WORKERS Q1(+) N	Q1(+) %	Q6(1-7) N	Q6(1-7) %	Q1+Q6 N	Q1+Q6 %	D:Q1-Q6 %	DESIRED BY ALL SUPERVISORS Q2(+) N	Q2(+) %	D:Q1-Q2 %
136	0	0.0	6	10.0	6	5.0	-10.0	3	3.8	-3.8
137	3	5.0	6	10.2	9	7.6	-5.2	2	2.5	2.5
138	37	61.7	51	86.4	88	73.9	-24.8	48	60.0	1.7
139	7	11.7	23	38.3	30	25.0	-26.7	7	8.8	2.9
140	4	6.7	19	31.7	23	19.2	-25.0	10	12.5	-5.8
141	12	20.0	34	56.7	46	38.3	-36.7	17	21.3	-1.3
142	18	30.0	43	71.7	61	50.8	-41.7	27	33.8	-3.8
143	2	3.3	12	20.0	14	11.7	-16.7	5	6.3	-2.9
144	9	15.0	16	26.7	25	20.8	-11.7	14	17.5	-2.5
145	0	0.0	2	3.3	2	1.7	-3.3	2	2.5	-2.5
146	4	6.7	22	36.7	26	21.7	-30.0	6	7.5	-0.8
147	35	58.3	47	78.3	82	68.3	-20.0	36	45.0	13.3
148	10	16.7	17	28.3	27	22.5	-11.7	6	7.5	9.2
149	39	65.0	51	85.0	90	75.0	-20.0	29	36.3	28.8
150	2	3.3	2	3.3	4	3.3	0.0	1	1.3	2.1
151	3	5.0	6	10.0	9	7.5	-5.0	3	3.8	1.3
152	11	18.3	20	33.3	31	25.8	-15.0	17	21.3	-2.9
153	36	60.0	50	84.7	86	72.3	-24.7	43	53.8	6.3
154	24	40.0	50	83.3	74	61.7	-43.3	35	43.8	-3.8
155	7	11.7	28	46.7	35	29.2	-35.0	18	22.5	-10.8
156	4	6.7	14	23.3	18	15.0	-16.7	20	25.0	-18.3
157	17	28.3	38	63.3	55	45.8	-35.0	24	30.0	-1.7
158	0	0.0	13	21.7	13	10.8	-21.7	9	11.3	-11.3
159	15	25.0	29	48.3	44	36.7	-23.3	15	18.8	6.3
160	8	13.3	27	45.0	35	29.2	-31.7	15	18.8	-5.4
161	18	30.0	40	66.7	58	48.3	-36.7	21	26.3	3.8
162	4	6.7	17	28.3	21	17.5	-21.7	9	11.3	-4.6
163	24	40.0	34	56.7	58	48.3	-16.7	27	33.8	6.3
164	17	28.3	30	50.0	47	39.2	-21.7	18	22.5	5.8
165	5	8.3	11	18.3	16	13.3	-10.0	9	11.3	-2.9
166	7	11.7	23	38.3	30	25.0	-26.7	11	13.8	-2.1
167	6	10.0	16	26.7	22	18.3	-16.7	8	10.0	0.0
168	6	10.0	5	8.5	11	9.2	1.5	6	7.5	2.5
169	1	1.7	12	20.0	13	10.8	-18.3	10	12.5	-10.8
170	5	8.3	5	8.3	10	8.3	0.0	12	15.0	-6.7

TASK	PERFORMED BY WORKERS Q1(+) N	Q1(+) %	Q6(1-7) N	Q6(1-7) %	Q1+Q6 N	Q1+Q6 %	D:Q1-Q6 %	DESIRED BY ALL SUPERVISORS Q2(+) N	Q2(+) %	D:Q1-Q2 %
171	3	5.0	21	35.0	24	20.0	-30.0	27	33.8	-28.8
172	15	25.0	26	43.3	41	34.2	-18.3	28	35.0	-10.0
173	4	6.7	25	41.7	29	24.2	-35.0	14	17.5	-10.8
174	10	16.7	8	13.3	18	15.0	3.3	14	17.5	-0.8
175	21	35.0	41	68.3	62	51.7	-33.3	35	43.8	-8.8
176	18	30.0	19	31.7	37	30.8	-1.7	23	28.8	1.3
177	3	5.0	14	23.3	17	14.2	-18.3	11	13.8	-8.8
178	1	1.7	2	3.3	3	2.5	-1.7	7	8.8	-7.1
179	49	81.7	59	98.3	108	90.0	-16.7	56	70.0	11.7
180	44	73.3	59	98.3	103	85.8	-25.0	57	71.3	2.1
181	27	45.0	36	60.0	63	52.5	-15.0	44	55.0	-10.0
182	13	21.7	24	40.0	37	30.8	-18.3	28	35.0	-13.3
183	1	1.7	4	6.7	5	4.2	-5.0	5	6.3	-4.6
184	11	18.3	21	35.6	32	26.9	-17.3	18	22.5	-4.2
185	39	65.0	39	67.2	78	66.1	-2.2	49	61.3	3.8
186	30	50.0	43	71.7	73	60.8	-21.7	45	56.3	-6.3
187	34	56.7	52	88.1	86	72.3	-31.5	51	63.8	-7.1
188	4	6.7	6	10.2	10	8.4	-3.5	11	13.8	-7.1
189	36	60.0	51	86.4	87	73.1	-26.4	55	68.8	-8.8
190	41	68.3	51	86.4	92	77.3	-18.1	53	66.3	2.1
191	14	23.3	36	62.1	50	42.4	-38.7	31	38.8	-15.4
192	44	73.3	55	93.2	99	83.2	-19.9	62	77.5	-4.2
193	35	58.3	50	84.7	85	71.4	-26.4	48	60.0	-1.7
194	11	18.3	5	8.5	16	13.4	9.9	10	12.5	5.8
195	3	5.0	4	6.9	7	5.9	-1.9	5	6.3	-1.3
196	14	23.3	15	25.4	29	24.4	-2.1	19	23.8	-0.4
197	7	11.7	9	15.3	16	13.4	-3.6	6	7.5	4.2
198	13	21.7	21	35.6	34	28.6	-13.9	19	23.8	-2.1
199	5	8.3	5	8.5	10	8.4	-0.1	7	8.8	-0.4
200	4	6.7	2	3.4	6	5.0	3.3	2	2.5	4.2
201	2	3.3	4	6.8	6	5.0	-3.4	2	2.5	0.8
202	4	6.7	3	5.1	7	5.9	1.6	4	5.0	1.7
203	6	10.0	15	25.4	21	17.6	-15.4	7	8.8	1.3
204	4	6.7	6	10.2	10	8.4	-3.5	3	3.8	2.9
205	8	13.3	4	6.8	12	10.1	6.6	1	1.3	12.1

	PERFORMED BY WORKERS							DESIRED BY ALL SUPERVISORS		
	Q1(+)		Q6(1-7)		Q1+Q6		D:Q1-Q6	Q2(+)		D:Q1-Q2
TASK	N	%	N	%	N	%	%	N	%	%
206	9	15.0	5	8.6	14	11.9	6.4	5	6.3	8.8
207	5	8.3	10	16.9	15	12.6	-8.6	6	7.5	0.8
208	19	31.7	31	52.5	50	42.0	-20.9	20	25.0	6.7
209	3	5.0	8	13.6	11	9.2	-8.6	1	1.3	3.8
210	2	3.3	4	6.8	6	5.0	-3.4	1	1.3	2.1
211	2	3.3	1	1.7	3	2.5	1.6	1	1.3	2.1
212	2	3.3	2	3.4	4	3.4	-0.1	3	3.8	-0.4
213	14	23.3	6	10.0	20	16.7	13.3	8	10.0	13.3
214	2	3.3	3	5.0	5	4.2	-1.7	2	2.5	0.8
215	7	11.7	4	6.7	11	9.2	5.0	6	7.5	4.2
216	2	3.3	5	8.3	7	5.8	-5.0	7	8.8	-5.4
217	1	1.7	2	3.3	3	2.5	-1.7	3	3.8	-2.1
218	6	10.0	4	6.7	10	8.3	3.3	7	8.8	1.3
219	13	21.7	12	20.0	25	20.8	1.7	15	18.8	2.9
220	3	5.0	1	1.7	4	3.3	3.3	1	1.3	3.8
221	7	11.7	4	6.7	11	9.2	5.0	9	11.3	0.4
222	2	3.3	1	1.7	3	2.5	1.7	3	3.8	-0.4
223	1	1.7	1	1.7	2	1.7	0.0	1	1.3	0.4
224	3	5.0	6	10.0	9	7.5	-5.0	4	5.0	0.0
225	1	1.7	3	5.0	4	3.3	-3.3	2	2.5	-0.8
226	2	3.3	6	10.0	8	6.7	-6.7	7	8.8	-5.4
227	1	1.7	1	1.7	2	1.7	0.0	1	1.3	0.4
228	8	13.3	7	11.7	15	12.5	1.7	3	3.8	9.6
229	21	35.0	29	49.2	50	42.0	-14.2	26	32.5	2.5
230	10	16.7	13	22.0	23	19.3	-5.4	12	15.0	1.7
231	23	38.3	50	83.3	73	60.8	-45.0	46	57.5	-19.2
232	4	6.7	8	13.6	12	10.1	-6.9	7	8.8	-2.1
233	21	35.0	31	52.5	52	43.7	-17.5	24	30.0	5.0
234	4	6.7	6	10.2	10	8.4	-3.5	2	2.5	4.2
235	8	13.3	9	15.0	17	14.2	-1.7	5	6.3	7.1
236	5	8.3	6	10.0	11	9.2	-1.7	5	6.3	2.1
237	21	35.0	35	58.3	56	46.7	-23.3	40	50.0	-15.0
238	0	0.0	2	3.3	2	1.7	-3.3	2	2.5	-2.5
239	13	21.7	15	25.0	28	23.3	-3.3	17	21.3	0.4
240	6	10.0	6	10.0	12	10.0	0.0	2	2.5	7.5

	PERFORMED BY WORKERS							DESIRED BY ALL SUPERVISORS		
	Q1(+)		Q6(1-7)		Q1^Q6		D:Q1-Q6	Q2(+)		D:Q1-Q2
TASK	N	%	N	%	N	%	%	N	%	%
241	1	1.7	1	1.7	2	1.7	0.0	3	3.8	-2.1
242	7	11.7	4	6.7	11	9.2	5.0	3	3.8	7.9
243	6	10.0	3	5.1	9	7.6	4.9	2	2.5	7.5
244	6	10.0	5	8.5	11	9.2	1.5	2	2.5	7.5
245	5	8.3	2	3.4	7	5.9	4.9	3	3.8	4.6
246	0	0.0	2	3.4	2	1.7	-3.4	2	2.5	-2.5
247	2	3.3	4	6.8	6	5.0	-3.4	2	2.5	0.8
248	4	6.7	3	5.1	7	5.9	1.6	1	1.3	5.4
249	9	15.0	7	11.9	16	13.4	3.1	4	5.0	10.0
250	6	10.0	16	27.1	22	18.5	-17.1	7	8.8	1.3
251	11	18.3	11	18.6	22	18.5	-0.3	10	12.5	5.8
252	3	5.0	12	20.3	15	12.6	-15.3	9	11.3	-6.3
253	1	1.7	3	5.1	4	3.4	-3.4	3	3.8	-2.1
254	10	16.7	24	40.7	34	28.6	-24.0	23	28.8	-12.1
255	2	3.3	17	28.8	19	16.0	-25.5	10	12.5	-9.2
256	2	3.3	6	10.2	8	6.7	-6.8	3	3.8	-0.4
257	4	6.7	12	20.3	16	13.4	-13.7	7	8.8	-2.1
258	1	1.7	3	5.1	4	3.4	-3.4	5	6.3	-4.6
259	2	3.3	4	6.8	6	5.0	-3.4	3	3.8	-0.4
260	5	8.3	9	15.3	14	11.8	-6.9	6	7.5	0.8
261	0	0.0	4	6.8	4	3.4	-6.8	6	7.5	-7.5
262	10	16.7	9	15.3	19	16.0	1.4	4	5.0	11.7
263	7	11.7	4	6.9	11	9.3	4.8	2	2.5	9.2
264	6	10.0	19	32.2	25	21.0	-22.2	10	12.5	-2.5
265	5	8.3	4	6.8	9	7.6	1.6	2	2.5	5.8
266	0	0.0	3	5.1	3	2.5	-5.1	1	1.3	-1.3
267	6	10.0	9	15.3	15	12.6	-5.3	6	7.5	2.5
268	3	5.0	3	5.1	6	5.0	-0.1	3	3.8	1.3
269	4	6.7	5	8.5	9	7.6	-1.8	5	6.3	0.4
270	3	5.0	4	6.8	7	5.9	-1.8	8	10.0	-5.0
271	4	6.7	4	6.7	8	6.7	0.0	4	5.0	1.7
272	4	6.7	4	6.7	8	6.7	0.0	4	5.0	1.7
273	0	0.0	3	5.1	3	2.5	-5.1	2	2.5	-2.5
274	7	11.7	22	37.3	29	24.4	-25.6	12	15.0	-3.3
275	6	10.0	16	27.1	22	18.5	-17.1	7	8.8	1.3

TASK	PERFORMED BY WORKERS							DESIRED BY ALL SUPERVISORS		
	Q1(+)		G6(1-7)		Q1+Q6		D:Q1-Q6	Q2(+)		D:Q1-Q2
	N	%	N	%	N	%	%	N	%	%
276	6	10.0	9	15.3	15	12.6	-5.3	5	6.3	3.8
277	1	1.7	3	5.1	4	3.4	-3.4	2	2.5	-0.8
278	1	1.7	2	3.4	3	2.5	-1.7	1	1.3	0.4
279	21	35.0	33	55.9	54	45.4	-20.9	23	28.8	6.3
280	4	6.7	3	5.1	7	5.9	1.6	1	1.3	5.4
281	1	1.7	1	1.7	2	1.7	-0.0	6	7.5	-5.8
282	8	13.3	15	25.4	23	19.3	-12.1	11	13.8	-0.4
283	3	5.0	3	5.0	6	5.0	0.0	5	6.3	-1.3
284	26	43.3	20	33.3	46	38.3	10.0	32	40.0	3.3
285	7	11.7	5	8.5	12	10.1	3.2	12	15.0	-3.3
286	1	1.7	2	3.4	3	2.5	-1.7	3	3.8	-2.1
287	2	3.3	2	3.4	4	3.4	-0.1	1	1.3	2.1
288	5	8.3	7	12.1	12	10.2	-3.7	5	6.3	2.1
289	4	6.7	16	27.1	20	16.8	-20.5	10	12.5	-5.8
290	9	15.0	14	23.7	23	19.3	-8.7	11	13.8	1.3
291	1	1.7	1	1.7	2	1.7	-0.0	3	3.8	-2.1
292	2	3.3	1	1.7	3	2.5	1.6	1	1.3	2.1
293	3	5.0	2	3.4	5	4.2	1.6	3	3.8	1.3
294	2	3.3	6	10.0	8	6.7	-6.7	4	5.0	-1.7
295	14	23.3	17	28.3	31	25.8	-5.0	20	25.0	-1.7
296	31	51.7	44	74.6	75	63.0	-22.9	43	53.8	-2.1
297	3	5.0	9	15.3	12	10.1	-10.3	4	5.0	0.0
298	4	6.7	10	16.9	14	11.8	-10.3	8	10.0	-3.3
299	4	6.7	1	1.7	5	4.2	5.0	8	10.0	-3.3
300	1	1.7	1	1.7	2	1.7	-0.0	1	1.3	0.4
301	1	1.7	4	6.8	5	4.2	-5.1	6	7.5	-5.8
302	4	6.7	6	10.2	10	8.4	-3.5	10	12.5	-5.8
303	10	16.7	20	33.9	30	25.2	-17.2	21	26.3	-9.6
304	6	10.0	2	3.4	8	6.7	6.6	5	6.3	3.8
305	1	1.7	0	0.0	1	0.8	1.7	1	1.3	0.4
306	3	5.0	3	5.1	6	5.0	-0.1	3	3.8	1.3
307	5	8.3	4	6.7	9	7.5	1.7	5	6.3	2.1
308	1	1.7	3	5.1	4	3.4	-3.4	3	3.8	-2.1
309	3	5.0	1	1.7	4	3.4	3.3	3	3.8	1.3
310	0	0.0	2	3.4	2	1.7	-3.4	1	1.3	-1.3

	PERFORMED BY WORKERS							DESIRED BY ALL SUPERVISORS		
	Q1(+)		Q6(1-7)		Q1+Q6		D:Q1-Q6	Q2(+)		D:Q1-Q2
TASK	N	%	N	%	N	%	%	N	%	%
311	11	18.3	11	18.3	22	18.3	0.0	11	13.8	4.6
312	7	11.7	4	6.7	11	9.2	5.0	1	1.3	10.4
313	5	8.3	12	20.0	17	14.2	-11.7	8	10.0	-1.7
314	7	11.7	22	37.9	29	24.6	-25.3	20	25.0	-13.3
315	8	13.3	29	49.2	37	31.1	-35.8	18	22.5	-9.2
316	8	13.3	19	32.2	27	22.7	-18.9	15	18.8	-5.4
317	2	3.3	5	8.5	7	5.9	-5.1	10	12.5	-9.2
318	5	8.3	24	40.7	29	24.4	-32.3	19	23.8	-15.4
319	9	15.0	19	32.2	28	23.5	-17.2	20	25.0	-10.0
320	28	46.7	44	74.6	72	60.5	-27.9	51	63.8	-17.1
321	3	5.0	18	31.0	21	17.8	-26.0	6	7.5	-2.5
322	17	28.3	33	55.9	50	42.0	-27.6	35	43.8	-15.4
323	14	23.3	28	47.5	42	35.3	-24.1	25	31.3	-7.9
324	12	20.0	23	39.0	35	29.4	-19.0	15	18.8	1.3
325	25	41.7	43	71.7	68	56.7	-30.0	39	48.8	-7.1
326	16	26.7	27	45.0	43	35.8	-18.3	13	16.3	10.4
327	59	98.3	60	100.0	119	99.2	-1.7	74	92.5	5.8
328	15	25.0	15	25.0	30	25.0	0.0	6	7.5	17.5
329	39	65.0	50	83.3	89	74.2	-18.3	46	57.5	7.5
330	53	88.3	54	90.0	107	89.2	-1.7	64	80.0	8.3
331	37	61.7	45	76.3	82	68.9	-14.6	47	58.8	2.9
332	3	5.0	7	11.7	10	8.3	-6.7	6	7.5	-2.5
333	51	85.0	57	95.0	108	90.0	-10.0	65	81.3	3.8
334	25	41.7	30	50.8	55	46.2	-9.2	30	37.5	4.2
335	21	35.0	32	54.2	53	44.5	-19.2	29	36.3	-1.3
336	38	63.3	52	86.7	90	75.0	-23.3	45	56.3	7.1
337	20	33.3	40	67.8	60	50.4	-34.5	37	46.3	-12.9
338	53	88.3	58	96.7	111	92.5	-8.3	73	91.3	-2.9
339	56	93.3	60	100.0	116	96.7	-6.7	71	88.8	4.6
340	47	78.3	60	100.0	107	89.2	-21.7	72	90.0	-11.7
341	29	48.3	44	73.3	73	60.8	-25.0	40	50.0	-1.7
342	37	61.7	50	83.3	87	72.5	-21.7	46	57.5	4.2
343	48	80.0	58	96.7	106	88.3	-16.7	64	80.0	0.0
344	54	90.0	57	98.3	111	94.1	-8.3	71	88.8	1.3
345	51	85.0	58	100.0	109	92.4	-15.0	67	83.8	1.3

TASK	PERFORMED BY WORKERS							DESIRED BY ALL SUPERVISORS		
	Q1(+)		Q6(1-7)		Q1+Q6		D:Q1-Q6	Q2(+)		D:Q1-Q2
	N	%	N	%	N	%	%	N	%	%
346	54	90.0	60	100.0	114	95.0	-10.0	68	85.0	5.0
347	41	68.3	57	95.0	98	81.7	-26.7	60	75.0	-6.7
348	56	93.3	60	100.0	116	96.7	-6.7	76	95.0	-1.7
349	46	76.7	54	90.0	100	83.3	-13.3	54	67.5	9.2
350	15	25.0	21	35.0	36	30.0	-10.0	12	15.0	10.0
351	42	70.0	48	80.0	90	75.0	-10.0	50	62.5	7.5
352	47	78.3	58	96.7	105	87.5	-18.3	66	82.5	-4.2
353	39	65.0	60	100.0	99	82.5	-35.0	52	65.0	0.0
354	27	45.0	45	75.0	72	60.0	-30.0	36	45.0	0.0
355	7	11.7	18	30.0	25	20.8	-18.3	12	15.0	-3.3
356	53	88.3	60	100.0	113	94.2	-11.7	69	86.3	2.1
357	9	15.0	10	16.7	19	15.8	-1.7	7	8.8	6.3
358	17	28.3	26	43.3	43	35.8	-15.0	17	21.3	7.1
359	29	48.3	52	86.7	81	67.5	-38.3	47	58.8	-10.4
360	46	76.7	57	95.0	103	85.8	-18.3	62	77.5	-0.8
361	54	90.0	60	100.0	114	95.0	-10.0	68	85.0	5.0
362	54	90.0	60	100.0	114	95.0	-10.0	68	85.0	5.0
363	39	65.0	55	91.7	94	78.3	-26.7	56	70.0	-5.0
364	4	6.7	3	5.0	7	5.8	1.7	4	5.0	1.7
365	19	31.7	22	36.7	41	34.2	-5.0	19	23.8	7.9
366	38	63.3	47	78.3	85	70.8	-15.0	43	53.8	9.6
367	56	93.3	59	98.3	115	95.8	-5.0	72	90.0	3.3
368	6	10.0	11	18.3	17	14.2	-8.3	5	6.3	3.8
369	2	3.3	6	10.0	8	6.7	-6.7	3	3.8	-0.4
370	5	8.3	10	16.7	15	12.5	-8.3	10	12.5	-4.2
371	1	1.7	2	3.3	3	2.5	-1.7	4	5.0	-3.3
372	2	3.3	4	6.7	6	5.0	-3.3	6	7.5	-4.2
373	7	11.7	7	11.7	14	11.7	0.0	10	12.5	-0.8
374	1	1.7	2	3.3	3	2.5	-1.7	6	7.5	-5.8
375	44	73.3	51	85.0	95	79.2	-11.7	52	65.0	8.3
376	47	78.3	55	91.7	102	85.0	-13.3	55	68.8	9.6
377	16	26.7	14	23.3	30	25.0	3.3	21	26.3	0.4
378	23	38.3	14	23.3	37	30.8	15.0	24	30.0	8.3
379	5	8.3	6	10.0	11	9.2	-1.7	13	16.3	-7.9
380	34	56.7	44	73.3	78	65.0	-16.7	45	56.3	0.4

TASK	PERFORMED BY WORKERS Q1(+) N	Q1(+) %	Q6(1-7) N	Q6(1-7) %	Q1+Q6 N	Q1+Q6 %	D:Q1-Q6 %	DESIRED BY ALL SUPERVISORS Q2(+) N	Q2(+) %	D:Q1-Q2 %
381	8	13.3	17	28.8	25	21.0	-15.5	25	31.3	-17.9
382	12	20.0	22	36.7	34	28.3	-16.7	19	23.8	-3.8
383	2	3.3	10	16.7	12	10.0	-13.3	5	6.3	-2.9
384	56	93.3	60	100.0	116	96.7	-6.7	74	92.5	0.8
385	2	3.2	3	5.2	5	4.2	-1.8	3	3.8	-0.4
386	39	65.0	41	68.3	80	66.7	-3.3	45	56.3	8.8
387	5	8.3	8	13.3	13	10.8	-5.0	5	6.3	2.1
388	8	13.3	19	31.7	27	22.5	-18.3	11	13.8	-0.4
389	46	76.7	57	95.0	103	85.8	-18.3	60	75.0	1.7
390	39	65.0	53	89.8	92	77.3	-24.8	55	68.8	-3.8
391	33	55.0	45	76.3	78	65.5	-21.3	44	55.0	0.0
392	57	95.0	59	98.3	116	96.7	-3.3	70	87.5	7.5
393	49	81.7	57	95.0	106	88.3	-13.3	61	76.3	5.4
394	53	88.3	53	88.3	106	88.3	0.0	55	68.8	19.6
395	55	91.7	57	95.0	112	93.3	-3.3	71	88.8	2.9
396	8	13.3	26	43.3	34	28.3	-30.0	28	35.0	-21.7
397	12	20.0	12	20.0	24	20.0	0.0	23	28.8	-8.8
398	31	51.7	19	32.2	50	42.0	19.5	31	38.8	12.9
399	34	56.7	47	78.3	81	67.5	-21.7	42	52.5	4.2
400	15	25.0	28	46.7	43	35.8	-21.7	25	31.3	-6.3
401	58	96.7	59	98.3	117	97.5	-1.7	74	92.5	4.2
402	54	90.0	59	98.3	113	94.2	-8.3	69	86.3	3.8
403	9	15.0	34	56.7	43	35.8	-41.7	18	22.5	-7.5
404	43	71.7	55	91.7	98	81.7	-20.0	61	76.3	-4.6
405	10	16.7	23	38.3	33	27.5	-21.7	10	12.5	4.2
406	27	45.0	42	70.0	69	57.5	-25.0	49	61.3	-16.3
407	51	85.0	59	98.3	110	91.7	-13.3	69	86.3	-1.3
408	19	31.7	45	75.0	64	53.3	-43.3	29	36.3	-4.6
409	44	73.3	55	91.7	99	82.5	-18.3	52	65.0	8.3
410	4	6.7	12	20.3	16	13.4	-13.7	9	11.3	-4.6
411	46	76.7	53	88.3	99	82.5	-11.7	64	80.0	-3.3
412	8	13.3	18	30.5	26	21.8	-17.2	5	6.3	7.1
413	5	8.3	12	20.3	17	14.3	-12.0	4	5.0	3.3
414	13	21.7	11	18.6	24	20.2	3.0	9	11.3	10.4
415	9	15.0	6	10.2	15	12.6	4.8	10	12.5	2.5

TASK	PERFORMED BY WORKERS							DESIRED BY ALL SUPERVISORS		
	Q1(+)		Q6(1-7)		Q1+Q6		D:Q1-Q6	Q2(+)		D:Q1-Q2
	N	%	N	%	N	%	%	N	%	%
416	5	8.3	7	11.9	12	10.1	-3.5	7	8.8	-0.4
417	40	66.7	53	89.8	93	78.2	-23.2	52	65.0	[illegible].7
418	45	75.0	57	96.6	102	85.7	-21.6	70	87.5	-12.5
419	7	11.7	8	13.6	15	12.6	-1.9	5	6.3	5.4
420	52	86.7	53	89.8	105	88.2	-3.2	63	78.8	7.9
421	3	5.0	4	6.8	7	5.9	-1.8	3	3.8	1.3
422	3	5.0	7	12.1	10	8.5	-7.1	10	12.5	-7.5
423	40	66.7	50	84.7	90	75.6	-18.1	57	71.3	-4.6
424	40	66.7	53	89.8	93	78.2	-23.2	57	71.3	-4.6
425	4	6.7	12	20.3	16	13.4	-13.7	11	13.8	-7.1
426	11	18.3	19	32.2	30	25.2	-13.9	11	13.8	4.6
427	7	11.7	18	30.5	25	21.0	-18.8	11	13.8	-2.1
428	9	15.0	15	25.4	24	20.2	-10.4	8	10.0	5.0
429	14	23.3	24	40.7	38	31.9	-17.3	19	23.8	-0.4
430	43	71.7	50	84.7	93	78.2	-13.1	52	65.0	6.7
431	5	8.3	15	25.4	20	16.8	-17.1	15	18.8	-10.4
432	13	21.7	32	54.2	45	37.8	-32.6	15	18.8	2.9
433	43	71.7	54	91.5	97	81.5	-19.9	59	73.8	-2.1
434	11	18.3	27	46.6	38	32.[illegible]	-28.2	20	25.0	-6.7
435	13	21.7	26	44.1	39	32.8	-22.4	27	33.8	-12.1
436	0	0.0	10	17.2	10	8.5	-17.2	5	6.3	-6.3
437	48	80.0	57	96.6	105	88.2	-16.6	65	81.3	-1.3
438	56	93.3	58	98.3	114	95.8	-5.0	63	78.8	14.6
439	39	65.0	47	79.7	86	72.3	-14.7	51	63.8	1.3
440	32	53.3	45	76.3	77	64.7	-22.9	52	65.0	-11.7
441	3	5.0	11	18.6	14	11.8	-13.6	9	11.3	-6.3
442	34	56.7	51	87.9	85	72.0	-3[illegible]	40	50.0	6.7
443	14	23.3	30	51.7	44	37.3	-28.4	25	31.3	-7.9
444	9	15.0	18	31.0	27	22.9	-16.0	17	21.3	-6.3
445	47	78.3	55	93.2	102	85.7	-14.9	60	75.0	3.3
446	4	6.7	8	13.6	12	10.1	-6.9	10	12.5	-5.8
447	41	68.3	56	94.9	97	81.5	-26.6	58	72.5	-4.2
448	16	26.7	39	67.2	55	46.6	-40.6	26	32.5	-5.8
449	43	71.7	54	91.5	97	81.5	-19.9	53	66.3	5.4
450	6	10.0	12	20.3	18	15.1	-10.3	10	12.5	-2.5

TASK	PERFORMED BY WORKERS							DESIRED BY ALL SUPERVISORS		
	Q1(+)		Q6(1-7)		Q1+Q6		D:Q1-Q6	Q2(+)		D:Q1-Q2
	N	%	N	%	N	%	%	N	%	%
451	1	1.7	8	13.6	9	7.6	-11.9	5	6.3	-4.6
452	23	38.3	45	76.3	68	57.1	-37.9	42	52.5	-14.2
453	6	10.0	22	37.3	28	23.5	-27.3	9	11.3	-1.3
454	0	0.0	1	1.7	1	0.8	-1.7	0	0.0	0.0
455	0	0.0	5	8.5	5	4.2	-8.5	3	3.8	-3.8
456	12	20.0	22	37.3	34	28.6	-17.3	17	21.3	-1.3
457	16	26.7	13	22.4	29	24.6	4.3	19	23.8	2.9
458	43	71.7	47	79.7	90	75.6	-8.0	50	62.5	9.2
459	30	50.0	36	61.0	66	55.5	-11.0	45	56.3	-6.3
460	45	75.0	50	84.7	95	79.8	-9.7	53	66.3	8.8
461	17	28.3	18	30.5	35	29.4	-2.2	17	21.3	7.1
462	47	78.3	53	89.8	100	84.0	-11.5	56	70.0	8.3
463	14	23.3	19	32.2	33	27.7	-8.9	15	18.8	4.6
464	32	53.3	39	66.1	71	59.7	-12.8	40	50.0	3.3
465	7	11.7	16	27.1	23	19.3	-15.5	12	15.0	-3.3
466	49	81.7	51	87.9	100	84.7	-6.3	47	58.8	22.9
467	18	30.0	33	55.9	51	42.9	-25.9	34	42.5	-12.5
468	6	10.0	17	28.8	23	19.3	-18.8	13	16.3	-6.3
469	19	31.7	36	61.0	55	46.2	-29.4	20	25.0	6.7
470	52	86.7	57	95.0	109	90.8	-8.3	64	80.0	6.7
471	14	23.3	16	27.1	30	25.2	-3.8	20	25.0	-1.7
472	3	5.0	4	6.8	7	5.9	-1.8	15	18.8	-13.8
473	4	6.7	4	6.8	8	6.7	-0.1	4	5.0	1.7
474	3	5.0	5	8.5	8	6.7	-3.5	11	13.8	-8.8
475	22	36.7	34	57.6	56	47.1	-21.0	31	38.8	-2.1
476	32	53.3	40	66.7	72	60.0	-13.3	45	56.3	-2.9
477	29	48.3	34	56.7	63	52.5	-8.3	36	45.0	3.3
478	4	6.7	10	16.9	14	11.8	-10.3	12	15.0	-8.3
479	19	31.7	41	68.3	60	50.0	-36.7	34	42.5	-10.8
480	28	46.7	34	57.6	62	52.1	-11.0	36	45.0	1.7
481	46	76.7	52	86.7	98	81.7	-10.0	55	68.8	7.9
482	31	51.7	20	33.9	51	42.9	17.8	30	37.5	14.2
483	31	51.7	49	81.7	80	66.7	-30.0	44	55.0	-3.3
484	37	61.7	49	81.7	86	71.7	-20.0	40	50.0	11.7
485	35	58.3	49	81.7	84	70.0	-23.3	51	63.8	-5.4

	PERFORMED BY WORKERS							DESIRED BY ALL SUPERVISORS		
	Q1(+)		Q6(1-7)		Q1+Q6		D:Q1-Q6	Q2(+)		D:Q1-Q2
TASK	N	%	N	%	N	%	%	N	%	%
486	17	28.3	19	31.7	36	30.0	-3.3	21	26.3	2.1
487	6	10.0	26	43.3	32	26.7	-33.3	14	17.5	-7.5
488	2	3.3	9	15.0	11	9.2	-11.7	6	7.5	-4.2
489	41	68.3	56	93.3	97	80.8	-25.0	60	75.0	-6.7
490	14	23.3	15	25.0	29	24.2	-1.7	23	28.8	-5.4
491	24	40.0	19	31.7	43	35.8	8.3	27	33.8	6.3
492	35	58.3	38	63.3	73	60.8	-5.0	41	51.3	7.1

Table C-2

Task Importance (Q8 and Q9)[a]

Question 8: Task Importance to Job (Workers)

What degree of importance would you assign to each job activity you perform? Judge the importance of each activity in regard to its contribution to effective operations in your office or firm.

Categories and Values of the Response Scale:

1 = Low importance (relatively unimportant part of the job).
2 = Moderate importance (important but not essential).
3 = High importance (essential part of the job that decisively influences the effectiveness of the office operations).

Question 9: Task Importance to Job (Supervisors)

Based upon your supervisory experience in your present operations, what degree of importance would you assign to each job activity that is appropriate for your General Secretaries? Judge the importance of each activity in regard to its contribution to effective operations in your office or firm.

Categories and Values of the Response Scale: Identical to those of Question 8.

Each of the 22 columns of Table C-2 is identified below.

Column 11:	Average (mean) of worker ratings, considering only those who checked (Question 1) that the task was performed.
Column 12:	Standard deviation showing degree of response variability.
Column 13:	Number of workers who rated the task 1-3 (Question 8).

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[a] Questions 8 and 9 were answered only for those tasks checked on Q1 or Q2.

Table C-2 - Continued

Columns 14, 15 and 16:	Average, standard deviation, and number of supervisors who rated the task (Question 9), considering only those who checked (Question 2) that the task should be performed.
Column 17:	Difference between worker and supervisor average ratings (Column 11 minus Column 14).
Columns 18 through 24:	Same as Columns 11 through 17, except the average ratings were computed across all persons in each group. Persons not checking the task (Questions 1 or 2) were included in the average by considering their rating to be a value of "0."
Note:	The Column 18-24 summaries may be of value in providing greater comparability with Question 6 ratings as given in Table C-3. Columns 18-24 denote a task's rating with respect to job importance for the entire occupation that is represented in the survey. On the other hand, columns 11-17 denote a task's job importance only in regard to those in an occupation who do or should perform that task. Thus, a task might only be required of a very few workers but for them it could be highly important. Extremely difficult tasks, involving great skill and experience, could be of this nature.
Columns 25, 26, 27, and 28:	Number of surveyed workers using each level of the importance scale. Column 25 (None) is the complement of the number of workers checking the task on Question 1, as recorded in Column 1 on Table C-1.
Columns 29 through 32:	Same as Columns 25 through 28, but for supervisors' ratings. Column 29 (None) is the complement of that portion of Column 8 (Table C-1) represented by the 40 supervisors in Group 1.

TASK INVENTORY DATA SUMMARY
SECRETARIES - COMPOSITE

TABLE 2: TASK IMPORTANCE
(C8 & C9)

	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
TASK	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
1	3.0	0.0	2	2.2	0.7	6	0.8	0.1	0.5	60	0.3	0.8	40	-0.2	58	0	0	2	34	1	3	2
2	2.2	0.8	13	2.3	0.6	13	-0.1	0.5	1.0	60	0.8	1.1	40	-0.3	47	3	4	6	27	1	7	5
3	2.3	0.7	16	2.2	0.7	25	0.2	0.6	1.1	60	1.3	1.2	40	-0.7	44	2	7	7	15	5	11	9
4	1.4	0.5	15	1.7	0.7	9	-0.3	0.3	0.7	60	0.4	0.8	40	-0.0	45	9	6	0	31	4	4	1
5	2.0	0.7	21	2.4	0.6	14	-0.3	0.7	1.1	60	0.8	1.2	40	-0.1	39	5	10	6	26	1	7	6
6	2.7	0.4	32	2.7	0.5	26	-0.0	1.5	1.4	58	1.8	1.4	39	-0.3	26	0	9	23	13	1	5	20
7	2.5	0.5	36	2.7	0.5	29	-0.2	1.5	1.3	60	1.9	1.3	40	-0.4	24	0	19	17	11	0	10	19
8	2.7	0.5	6	2.6	0.5	5	0.1	0.3	0.8	60	0.3	0.9	40	-0.1	54	0	2	4	35	0	2	3
9	2.1	0.9	8	2.3	0.7	8	-0.1	0.3	0.8	60	0.4	0.9	40	-0.2	52	3	1	4	32	1	4	3
10	3.0	0.0	3	2.3	0.8	4	0.8	0.1	0.7	60	0.2	0.7	40	-0.1	57	0	0	3	36	1	1	2
11	1.8	0.8	19	2.4	0.8	19	-0.6	0.6	0.9	58	1.1	1.3	40	-0.5	39	8	7	4	21	4	4	11
12	2.0	0.5	9	2.1	0.6	7	-0.1	0.3	0.7	60	0.4	0.9	40	-0.1	51	1	7	1	33	1	4	2
13	1.0	0.0	1	2.6	0.7	8	-1.6	0.0	0.1	60	0.5	1.1	40	-0.5	59	1	0	0	32	1	1	6
14	2.4	0.7	7	2.9	0.3	7	-0.4	0.3	0.8	60	0.5	1.1	40	-0.2	53	1	2	4	33	0	1	6
15	2.0	0.6	24	2.3	0.5	23	-0.3	0.6	1.1	60	1.3	1.2	40	-0.5	36	4	15	5	17	0	15	8
16	2.4	0.7	30	2.6	0.5	22	-0.2	1.2	1.3	59	1.4	1.3	40	-0.2	29	4	11	15	18	0	9	13
17	2.2	0.6	25	2.5	0.6	13	-0.3	0.9	1.2	60	0.8	1.2	40	0.1	35	3	13	9	27	1	4	8
18	2.0	0.6	13	2.3	0.7	8	-0.3	0.4	0.9	60	0.4	0.9	40	-0.0	47	2	9	2	32	1	4	3
19	2.6	0.5	11	2.7	0.5	6	-0.0	0.5	1.0	60	0.4	1.0	40	0.1	49	0	4	7	34	0	2	4
20	2.2	0.6	11	2.5	0.5	8	-0.3	0.4	0.9	59	0.5	1.0	40	-0.1	48	1	7	3	32	0	4	4
21	3.0	0.0	4	2.5	0.5	6	0.5	0.2	0.8	59	0.4	0.9	40	-0.2	55	0	0	4	34	0	3	3
22	2.4	0.5	8	2.1	0.7	10	0.3	0.3	0.8	59	0.5	1.0	40	-0.2	51	0	5	3	30	2	5	3
23	2.3	0.5	3	2.2	0.4	5	0.1	0.1	0.5	60	0.3	0.7	40	-0.2	57	0	2	1	35	0	4	1
24	0.0	0.0	0	2.8	0.4	6	-2.8	0.0	0.0	60	0.4	1.0	40	-0.4	60	0	0	0	34	0	1	5
25	2.0	0.6	17	2.1	0.6	17	-0.1	0.6	1.0	60	0.9	1.1	40	-0.3	43	3	11	3	23	3	10	4
26	1.8	0.5	17	2.0	0.7	11	-0.2	0.5	0.9	59	0.5	1.0	40	-0.0	42	5	11	1	29	3	5	3
27	2.5	0.5	37	2.6	0.5	32	-0.1	1.6	1.3	59	2.1	1.2	40	-0.5	22	1	15	21	8	1	10	21
28	1.7	0.9	3	2.0	1.0	2	-0.3	0.1	0.4	60	0.1	0.5	40	-0.0	57	2	0	1	38	1	0	1
29	2.1	0.5	14	1.8	0.6	4	0.3	0.5	0.9	59	0.2	0.6	40	0.3	45	1	11	2	36	2	1	1
30	1.7	0.6	12	1.3	0.7	7	0.4	0.3	0.7	60	0.2	0.6	40	0.1	48	5	6	1	33	6	0	1

TASK	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
31	2.2	0.7	10	2.6	0.6	5	-0.4	0.4	0.9	60	0.3	0.9	40	0.0	50	2	4	4	35	1	0	4
32	2.3	0.7	8	2.0	0.9	5	0.3	0.3	0.8	60	0.3	0.7	40	0.0	52	1	4	3	35	2	1	2
33	2.1	0.8	8	1.4	0.5	9	0.7	0.3	0.8	59	0.3	0.6	40	-0.0	51	2	3	3	31	5	4	0
34	2.4	0.8	36	2.5	0.5	24	-0.0	1.5	1.3	58	1.5	1.3	40	0.0	22	6	9	21	16	0	13	11
35	2.2	0.7	5	1.8	0.8	8	0.4	0.2	0.7	59	0.3	0.8	40	-0.2	54	1	2	2	32	4	2	2
36	2.6	0.7	27	2.7	0.5	21	-0.1	1.2	1.4	58	1.4	1.4	40	-0.2	31	3	4	20	19	0	6	15
37	2.4	0.5	24	2.4	0.6	17	0.0	1.0	1.2	58	1.0	1.2	40	-0.0	34	0	15	9	23	1	9	7
38	2.7	0.5	46	2.9	0.3	30	-0.2	2.1	1.2	58	2.1	1.3	40	-0.0	12	2	10	34	10	0	4	26
39	2.3	0.7	20	2.4	0.6	11	-0.1	0.8	1.2	57	0.6	1.1	40	0.2	37	3	8	9	29	1	5	5
40	1.9	0.8	8	2.6	0.5	8	-0.8	0.3	0.7	60	0.5	1.1	40	-0.3	52	3	3	2	32	0	3	5
41	2.0	0.7	4	3.0	0.0	3	-1.0	0.1	0.5	60	0.2	0.8	40	-0.1	56	1	2	1	37	0	0	3
42	1.9	0.6	12	2.5	0.5	4	-0.6	0.4	0.8	59	0.3	0.8	40	0.1	47	3	7	2	36	0	2	2
43	2.5	0.5	10	3.0	0.0	5	-0.5	0.4	1.0	60	0.4	1.0	40	0.0	50	0	5	5	35	0	0	5
44	1.7	0.6	23	1.2	0.4	11	0.5	0.6	0.9	60	0.3	0.6	40	0.3	37	9	12	2	29	9	2	0
45	2.0	0.6	5	2.8	0.4	4	-0.8	0.2	0.6	60	0.3	0.8	40	-0.1	55	1	3	1	36	0	1	3
46	2.5	0.5	2	2.7	0.5	3	-0.2	0.1	0.5	60	0.2	0.7	40	-0.1	58	0	1	1	37	0	1	2
47	1.4	0.5	7	2.0	0.0	1	-0.6	0.2	0.5	60	0.0	0.3	40	0.1	53	4	3	0	39	0	1	0
48	2.5	0.7	36	2.5	0.6	23	-0.0	1.6	1.3	59	1.4	1.3	40	0.2	21	5	10	23	17	1	10	12
49	1.8	0.9	10	1.5	0.7	8	0.3	0.3	0.8	60	0.3	0.7	40	0.0	50	5	2	3	32	5	2	1
50	2.1	0.8	12	1.6	0.6	13	0.5	0.4	0.9	60	0.5	0.8	40	-0.1	48	3	5	4	27	6	6	1
51	1.5	0.5	2	2.1	0.8	7	-0.6	0.0	0.3	60	0.4	0.9	40	-0.3	58	1	1	0	33	2	2	3
52	2.5	0.8	6	1.2	0.4	5	1.3	0.3	0.8	60	0.1	0.4	40	0.1	54	1	1	4	35	4	1	0
53	3.0	0.0	1	2.0	0.7	4	1.0	0.0	0.4	60	0.2	0.6	40	-0.1	59	0	0	1	36	1	2	1
54	2.5	0.7	8	1.5	0.5	2	1.0	0.3	0.9	60	0.1	0.3	40	0.3	52	1	2	5	38	1	1	0
55	2.3	0.5	3	3.0	0.0	2	-0.7	0.1	0.5	60	0.1	0.7	40	-0.0	57	0	2	1	38	0	0	2
56	2.3	0.5	9	1.5	0.5	6	0.8	0.3	0.9	60	0.2	0.6	40	0.1	51	0	6	3	34	3	3	0
57	3.0	0.0	1	2.6	0.5	5	0.4	0.0	0.4	60	0.3	0.9	40	-0.3	59	0	0	1	35	0	2	3
58	1.5	0.8	6	2.0	0.7	9	-0.5	0.2	0.5	59	0.4	0.9	40	-0.3	53	4	1	1	31	2	5	2
59	2.3	0.5	13	2.6	0.6	16	-0.3	0.5	1.0	59	1.0	1.3	40	-0.5	46	0	9	4	24	1	5	10
60	2.0	0.8	3	2.0	0.0	1	0.0	0.1	0.5	60	0.0	0.3	40	0.0	57	1	1	1	39	0	1	0
61	2.4	0.5	30	2.5	0.7	30	-0.1	1.2	1.2	59	1.8	1.2	40	-0.6	24	1	17	12	10	3	10	17
62	2.2	0.7	43	2.5	0.7	22	-0.3	1.6	1.2	60	1.4	1.3	40	0.2	17	7	19	17	18	2	7	13
63	2.2	0.8	18	2.1	0.8	13	0.1	0.6	1.1	60	0.7	1.1	40	-0.0	42	5	5	8	27	4	4	5
64	3.0	0.0	4	3.0	0.0	1	0.0	0.2	0.7	60	0.1	0.5	40	0.1	56	0	0	4	39	0	0	1
65	2.1	0.8	8	2.6	0.5	5	-0.5	0.3	0.8	59	0.3	0.9	40	-0.0	51	2	3	3	35	0	2	3

	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
TASK	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
66	0.0	0.0	0	2.4	0.5	5	-2.4	0.0	0.0	60	0.3	0.8	40	-0.3	60	0	0	0	35	0	3	2
67	3.0	0.0	1	2.0	0.8	3	1.0	0.0	0.4	60	0.1	0.6	40	-0.1	59	0	0	1	37	1	1	1
68	0.0	0.0	0	3.0	0.0	1	-3.0	0.0	0.0	60	0.1	0.5	40	-0.1	60	0	0	0	39	0	0	1
69	2.0	0.0	1	2.5	0.9	4	-0.5	0.0	0.3	60	0.3	0.8	40	-0.2	59	0	1	0	36	1	0	3
70	0.0	0.0	0	2.0	0.0	1	-2.0	0.0	0.0	60	0.0	0.3	40	-0.0	60	0	0	0	39	0	1	0
71	3.0	0.0	1	2.0	1.0	2	1.0	0.0	0.4	60	0.1	0.5	40	-0.0	59	0	0	1	38	1	0	1
72	1.8	0.9	20	1.6	0.7	18	0.3	0.6	1.0	60	0.7	0.9	40	-0.1	40	10	3	7	22	10	6	2
73	1.0	0.0	1	1.8	0.4	4	-0.8	0.0	0.1	60	0.2	0.5	40	-0.2	59	1	0	0	36	1	3	0
74	2.3	0.6	15	2.2	0.5	15	0.1	0.6	1.0	60	0.8	1.1	40	-0.3	45	1	9	5	25	1	10	4
75	2.5	0.6	29	2.4	0.6	25	0.0	1.2	1.3	60	1.5	1.3	40	-0.3	31	2	11	16	15	2	10	13
76	1.9	0.8	25	1.8	0.6	25	0.1	0.8	1.1	60	1.1	1.0	40	-0.3	35	10	8	7	15	8	14	3
77	2.4	0.7	28	2.1	0.7	20	0.3	1.1	1.3	60	1.1	1.2	39	0.0	32	3	10	15	19	3	11	6
78	3.0	0.2	35	2.9	0.3	28	0.1	1.7	1.5	60	2.0	1.4	40	-0.3	25	0	1	34	12	0	3	25
79	2.1	0.6	7	2.5	0.5	4	-0.4	0.3	0.7	59	0.3	0.8	40	0.0	52	1	4	2	36	0	2	2
80	2.3	0.8	4	2.5	0.9	4	-0.3	0.1	0.6	60	0.3	0.8	40	-0.1	56	1	1	2	36	1	0	3
81	2.2	1.0	5	2.4	0.5	5	-0.2	0.2	0.7	60	0.3	0.8	40	-0.1	55	2	0	3	35	0	3	2
82	2.4	0.7	14	2.1	0.9	15	0.2	0.5	1.1	60	0.8	1.2	40	-0.3	46	2	5	7	25	5	3	7
83	2.0	0.6	24	2.0	0.7	15	0.0	0.8	1.1	60	0.8	1.1	40	0.0	36	5	14	5	25	4	7	4
84	2.1	0.7	34	2.1	0.8	14	0.0	1.2	1.2	60	0.7	1.1	40	0.5	26	8	15	11	26	4	5	5
85	1.8	0.4	4	2.5	0.5	2	-0.8	0.1	0.5	60	0.1	0.6	40	-0.0	56	1	3	0	38	0	1	1
86	2.1	0.7	39	2.1	0.6	29	0.0	1.4	1.1	59	1.5	1.1	40	-0.1	20	9	18	12	11	5	17	7
87	3.0	0.0	2	1.5	0.5	2	1.5	0.1	0.5	60	0.1	0.3	40	0.0	58	0	0	2	38	1	1	0
88	2.3	0.7	11	3.0	0.0	4	-0.7	0.4	0.9	60	0.3	0.9	40	0.1	49	2	4	5	36	0	0	4
89	2.7	0.5	9	2.9	0.3	7	-0.2	0.4	1.0	60	0.5	1.1	40	-0.1	51	0	3	6	33	0	1	6
90	2.4	0.7	20	2.5	0.5	8	-0.1	0.8	1.2	58	0.5	1.0	40	0.3	38	2	8	10	32	0	4	4
91	2.4	0.9	7	1.8	0.4	4	0.7	0.3	0.8	60	0.2	0.5	40	0.1	53	2	0	5	36	1	3	0
92	2.5	0.6	33	2.7	0.5	18	-0.2	1.3	1.3	60	1.2	1.4	40	0.1	27	2	14	17	22	0	6	12
93	2.7	0.5	3	2.7	0.5	3	0.0	0.1	0.6	60	0.2	0.7	40	-0.1	57	0	1	2	37	0	1	2
94	2.5	0.9	4	3.0	0.0	1	-0.5	0.2	0.7	60	0.1	0.5	40	0.1	56	1	0	3	39	0	0	1
95	2.3	0.5	7	2.7	0.5	3	-0.4	0.3	0.8	59	0.2	0.7	40	0.1	52	0	5	2	37	0	1	2
96	2.2	0.7	37	2.3	0.7	23	-0.1	1.4	1.2	59	1.3	1.3	40	0.0	22	6	18	13	17	3	10	10
97	2.4	0.8	12	2.8	0.4	4	-0.3	0.5	1.0	59	0.3	0.8	40	0.2	47	2	3	7	36	0	1	3
98	2.4	0.6	13	2.1	0.9	11	0.3	0.5	1.0	59	0.6	1.0	40	-0.0	46	1	6	6	29	4	2	5
99	2.2	0.8	13	2.2	0.7	5	-0.0	0.5	1.0	60	0.3	0.8	40	0.2	47	3	5	5	35	1	2	2
100	2.6	0.6	25	2.4	0.9	17	0.2	1.1	1.4	58	1.0	1.3	40	0.1	33	2	6	17	23	5	1	11

TASK	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
101	2.7	0.5	6	2.7	0.5	3	0.0	0.3	0.8	60	0.2	0.7	40	0.1	54	0	2	4	37	0	1	2
102	1.5	0.5	2	2.2	0.7	5	-0.7	0.0	0.3	60	0.3	0.8	40	-0.2	58	1	1	0	35	1	2	2
103	0.0	0.0	0	2.3	0.9	3	-2.3	0.0	0.0	60	0.2	0.7	40	-0.2	60	0	0	0	37	1	0	2
104	2.2	0.8	17	2.3	0.7	15	-0.0	0.6	1.1	60	0.8	1.2	40	-0.2	43	4	5	8	25	2	7	6
105	1.7	0.6	11	1.7	0.5	9	0.1	0.3	0.7	60	0.4	0.7	40	-0.1	49	4	6	1	31	3	6	0
106	3.0	0.0	1	3.0	0.0	1	0.0	0.0	0.4	60	0.1	0.5	40	-0.0	59	0	0	1	39	0	0	1
107	1.6	0.7	20	1.7	0.6	15	-0.1	0.6	0.9	59	0.6	0.9	40	-0.1	39	10	7	3	25	5	9	1
108	2.4	0.5	10	2.1	0.6	9	0.3	0.4	0.9	60	0.5	0.9	40	-0.1	50	0	6	4	31	1	6	2
109	2.6	0.5	7	2.8	0.4	13	-0.2	0.3	0.8	59	0.9	1.3	40	-0.6	52	0	3	4	27	0	3	10
110	2.8	0.4	8	2.8	0.4	10	-0.0	0.4	1.0	59	0.7	1.2	40	-0.3	51	0	2	6	30	0	2	8
111	2.7	0.5	3	2.0	0.0	3	0.7	0.1	0.6	59	0.1	0.5	40	-0.0	56	0	1	2	37	0	3	0
112	2.0	0.9	7	2.1	0.6	8	-0.1	0.2	0.7	59	0.4	0.9	40	-0.2	52	3	1	3	32	1	5	2
113	2.1	0.7	16	2.3	0.7	21	-0.2	0.6	1.0	59	1.2	1.2	40	-0.6	43	4	7	5	19	3	9	9
114	0.0	0.0	0	1.8	0.8	4	-1.8	0.0	0.0	59	0.2	0.6	40	-0.2	59	0	0	0	36	2	1	1
115	2.5	0.5	12	2.8	0.4	8	-0.3	0.5	1.0	59	0.5	1.1	40	-0.0	47	0	6	6	32	0	2	6
116	1.6	0.5	8	2.2	0.6	12	-0.5	0.2	0.6	58	0.6	1.0	40	-0.4	50	3	5	0	28	1	8	3
117	3.0	0.0	1	2.7	0.5	3	0.3	0.1	0.4	59	0.2	0.7	40	-0.1	58	0	0	1	37	0	1	2
118	2.1	0.9	24	2.1	0.7	15	0.1	0.9	1.2	59	0.8	1.1	40	0.1	35	9	3	12	25	3	8	4
119	2.1	0.8	19	2.1	0.6	8	-0.0	0.7	1.1	59	0.4	0.9	40	0.3	40	5	7	7	32	1	5	2
120	1.8	0.9	32	2.0	0.8	23	-0.3	0.9	1.1	59	1.1	1.2	40	-0.2	27	17	6	9	17	8	7	8
121	2.3	0.7	28	2.7	0.6	15	-0.4	1.1	1.3	58	1.1	1.4	39	0.1	30	4	11	13	24	1	2	12
122	2.3	0.9	3	2.3	0.8	4	0.1	0.1	0.6	59	0.2	0.7	40	-0.1	56	1	0	2	36	1	1	2
123	1.8	0.7	18	1.7	0.6	10	0.1	0.5	0.9	59	0.4	0.8	40	0.1	41	7	8	3	30	4	5	1
124	1.5	0.5	2	3.0	0.0	1	-1.5	0.1	0.3	59	0.1	0.5	40	-0.0	57	1	1	0	39	0	0	1
125	2.5	0.6	23	2.8	0.4	14	-0.3	1.0	1.3	59	1.0	1.4	40	-0.0	36	1	10	12	26	0	3	11
126	2.4	0.7	29	2.9	0.3	14	-0.5	1.2	1.3	59	1.0	1.4	40	0.2	30	4	10	15	26	0	2	12
127	2.5	0.8	11	2.0	0.7	4	0.5	0.5	1.0	59	0.2	0.6	40	0.3	48	2	2	7	36	1	2	1
128	2.8	0.5	44	2.6	0.6	24	0.1	2.0	1.3	60	1.6	1.4	40	0.4	16	2	7	35	16	2	5	17
129	1.7	0.6	11	1.6	0.6	11	0.1	0.3	0.7	60	0.4	0.8	40	-0.1	49	4	6	1	29	5	5	1
130	1.5	0.5	4	1.0	0.0	1	0.5	0.1	0.4	60	0.0	0.2	40	0.1	56	2	2	0	39	1	0	0
131	1.7	0.5	3	1.7	0.9	3	0.0	0.1	0.4	60	0.1	0.5	40	-0.0	57	1	2	0	37	2	0	1
132	2.1	0.8	8	2.4	0.8	5	-0.3	0.3	0.8	60	0.3	0.8	40	-0.0	52	2	3	3	35	1	1	3
133	1.8	0.7	14	1.4	0.5	9	0.3	0.4	0.8	60	0.3	0.6	40	0.1	46	5	7	2	31	5	4	0
134	1.3	0.5	3	0.0	0.0	0	1.3	0.1	0.3	60	0.0	0.0	40	0.1	57	2	1	0	40	0	0	0
135	2.6	0.6	34	2.5	0.7	20	0.1	1.5	1.4	60	1.3	1.4	40	0.2	26	2	8	24	20	2	5	13

	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
TASK	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
136	0.0	0.0	0	0.0	0.0	0	0.0	0.0	0.0	60	0.0	0.0	40	0.0	60	0	0	0	40	0	0	0
137	2.0	0.8	3	0.0	0.0	0	2.0	0.1	0.5	60	0.0	0.0	40	0.1	57	1	1	1	40	0	0	0
138	2.4	0.7	37	2.4	0.6	22	0.1	1.5	1.3	60	1.3	1.3	40	0.2	23	4	13	20	18	2	10	10
139	2.0	0.8	7	1.0	0.0	1	1.0	0.2	0.7	60	0.0	0.2	40	0.2	53	2	3	2	39	1	0	0
140	2.0	0.7	4	2.3	0.9	3	-0.3	0.1	0.5	60	0.2	0.7	40	-0.0	56	1	2	1	37	1	0	2
141	2.8	0.4	12	2.8	0.4	9	-0.0	0.5	1.1	60	0.6	1.2	40	-0.1	48	0	3	9	31	0	2	7
142	2.5	0.5	18	2.5	0.6	13	-0.0	0.8	1.2	60	0.8	1.2	40	-0.1	42	0	9	9	27	1	4	8
143	3.0	0.0	2	0.0	0.0	0	3.0	0.1	0.5	60	0.0	0.0	40	0.1	58	0	0	2	40	0	0	0
144	1.7	0.7	9	1.5	0.5	4	0.2	0.3	0.6	60	0.1	0.5	40	0.1	51	4	4	1	36	2	2	0
145	0.0	0.0	0	0.0	0.0	0	0.0	0.0	0.0	60	0.0	0.0	40	0.0	60	0	0	0	40	0	0	0
146	2.0	0.7	4	2.5	0.5	2	-0.5	0.1	0.5	60	0.1	0.6	40	0.0	56	1	2	1	38	0	1	1
147	2.6	0.6	35	2.6	0.6	17	-0.0	1.5	1.3	60	1.1	1.3	39	0.4	25	2	11	22	22	1	5	11
148	1.3	0.6	10	2.0	1.0	2	-0.7	0.2	0.6	60	0.1	0.5	40	0.1	50	8	1	1	38	1	0	1
149	1.9	0.7	39	1.8	0.7	10	0.1	1.3	1.1	60	0.4	0.9	40	0.8	21	11	19	9	30	4	4	2
150	1.0	0.0	2	0.0	0.0	0	1.0	0.0	0.2	60	0.0	0.0	40	0.0	58	2	0	0	40	0	0	0
151	1.7	0.9	3	3.0	0.0	1	-1.3	0.1	0.4	60	0.1	0.5	40	0.0	57	2	0	1	39	0	0	1
152	1.4	0.6	11	1.3	0.5	6	0.0	0.3	0.6	60	0.2	0.5	40	0.1	49	8	2	1	34	4	2	0
153	1.7	0.8	35	1.9	0.7	20	-0.3	1.0	1.0	59	1.0	1.1	40	0.0	24	19	8	8	20	5	11	4
154	2.6	0.6	24	2.6	0.5	13	-0.0	1.0	1.3	60	0.9	1.3	39	0.2	36	1	8	15	26	0	5	8
155	2.1	0.8	7	2.7	0.5	7	-0.6	0.3	0.7	60	0.5	1.0	40	-0.2	53	2	2	3	33	0	2	5
156	2.8	0.4	4	2.7	0.5	9	0.1	0.2	0.7	60	0.6	1.1	40	-0.4	56	0	1	3	31	0	3	6
157	2.4	0.5	17	2.3	0.7	9	0.0	0.7	1.1	60	0.5	1.0	40	0.1	43	0	11	6	31	1	4	4
158	0.0	0.0	0	2.8	0.4	5	-2.8	0.0	0.0	60	0.3	0.9	40	-0.3	60	0	0	0	35	0	1	4
159	2.6	0.6	15	2.9	0.3	8	-0.3	0.6	1.2	60	0.6	1.2	40	0.1	45	1	4	10	32	0	1	7
160	2.6	0.5	8	2.8	0.4	6	-0.2	0.3	0.9	60	0.4	1.0	40	-0.1	52	0	3	5	34	0	1	5
161	2.7	0.4	18	2.8	0.4	9	-0.1	0.8	1.3	60	0.6	1.2	39	0.2	42	0	5	13	30	0	2	7
162	2.3	0.4	4	2.4	0.8	5	-0.1	0.1	0.6	60	0.3	0.8	40	-0.1	56	0	3	1	35	1	1	3
163	2.5	0.6	23	2.5	0.5	12	-0.0	1.0	1.3	59	0.8	1.2	40	0.2	36	1	10	12	28	0	6	6
164	2.1	0.8	17	2.3	0.7	6	-0.3	0.6	1.0	60	0.3	0.9	40	0.2	43	5	6	6	34	1	2	3
165	2.8	0.4	5	1.7	0.5	3	1.1	0.2	0.8	60	0.1	0.5	40	0.1	55	0	1	4	37	1	2	0
166	2.7	0.7	7	2.3	0.5	3	0.4	0.3	0.[illegible]	60	0.2	0.6	40	0.1	53	1	0	6	37	0	2	1
167	2.7	0.7	6	3.0	0.0	1	-0.3	0.3	0.8	60	0.1	0.5	40	0.2	54	1	0	5	39	0	0	1
168	2.8	0.4	6	2.7	0.5	3	0.2	0.3	0.9	60	0.2	0.7	40	0.1	54	0	1	5	37	0	1	2
169	2.0	0.0	1	2.3	0.8	4	-0.3	0.0	0.3	60	0.2	0.7	40	-0.2	59	0	1	0	36	1	1	2
170	1.6	0.8	5	1.9	1.0	7	-0.3	0.1	0.5	60	0.3	0.8	40	-0.2	55	3	1	1	33	4	0	3

	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
TASK	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
171	2.3	0.9	3	2.6	0.7	10	-0.3	0.1	0.6	60	0.6	1.2	40	-0.5	57	1	0	2	30	1	2	7
172	1.9	0.9	15	2.4	0.6	14	-0.5	0.5	0.9	60	0.8	1.2	40	-0.4	45	6	4	5	26	1	6	7
173	2.3	0.4	4	2.7	0.5	3	-0.4	0.1	0.6	60	0.2	0.7	40	-0.1	56	0	3	1	37	0	1	2
174	2.2	0.7	10	2.1	0.8	7	0.1	0.4	0.9	60	0.4	0.9	40	-0.0	50	2	4	4	33	2	2	3
175	2.4	0.7	21	2.7	0.4	15	-0.4	0.8	1.2	60	1.0	1.4	40	-0.2	39	3	7	11	25	0	4	11
176	2.2	0.8	18	2.2	0.7	12	0.0	0.6	1.1	60	0.6	1.1	40	0.0	42	5	5	8	28	2	6	4
177	2.0	0.8	3	3.0	0.0	5	-1.0	0.1	0.5	60	0.4	1.0	40	-0.3	57	1	1	1	35	0	0	5
178	1.0	0.0	1	2.7	0.5	3	-1.7	0.0	0.1	60	0.2	0.7	40	-0.2	59	1	0	0	37	0	1	2
179	2.5	0.6	49	2.7	0.5	23	-0.2	2.0	1.1	60	1.5	1.4	40	0.5	11	2	21	26	17	0	7	16
180	2.6	0.6	44	2.8	0.4	21	-0.2	1.9	1.2	60	1.5	1.4	40	0.4	16	2	15	27	19	0	4	17
181	2.0	0.8	27	2.5	0.7	22	-0.5	0.9	1.1	60	1.4	1.4	40	-0.5	33	8	10	9	18	3	5	14
182	2.2	0.7	11	2.6	0.8	12	-0.4	0.4	0.9	58	0.8	1.3	40	-0.4	47	2	5	4	28	2	1	9
183	3.0	0.0	1	2.7	0.5	3	0.3	0.0	0.4	60	0.2	0.7	40	-0.1	59	0	0	1	37	0	1	2
184	2.9	0.3	11	2.3	0.7	11	0.6	0.5	1.1	60	0.6	1.1	40	-0.1	49	0	1	10	29	2	4	5
185	2.3	0.8	39	2.6	0.6	22	-0.3	1.5	1.3	60	1.4	1.4	40	0.1	21	7	13	19	18	2	4	16
186	2.1	0.7	30	2.2	0.8	18	-0.1	1.0	1.2	60	1.0	1.2	39	0.0	30	6	15	9	21	4	7	7
187	2.1	0.7	34	2.1	0.8	17	0.0	1.2	1.2	60	0.9	1.2	38	0.3	26	7	15	12	21	5	5	7
188	2.8	0.4	4	2.1	0.8	7	0.6	0.2	0.7	60	0.4	0.9	40	0.2	56	0	1	3	33	2	2	3
189	2.6	0.7	35	2.4	0.8	23	0.2	1.5	1.4	59	1.4	1.3	40	0.1	24	4	6	25	17	4	5	14
190	2.4	0.6	41	2.6	0.5	21	-0.2	1.6	1.2	60	1.4	1.3	38	0.2	19	3	20	18	17	0	9	12
191	2.4	0.7	14	2.6	0.5	11	-0.2	0.6	1.1	60	0.7	1.2	40	-0.2	46	2	4	8	29	0	4	7
192	2.6	0.7	44	2.4	0.7	26	0.1	1.9	1.3	60	1.7	1.3	38	0.2	16	4	11	29	12	3	9	14
193	2.4	0.6	34	2.3	0.8	18	0.1	1.4	1.3	59	1.0	1.3	40	0.3	25	3	14	17	22	4	4	10
194	2.2	0.7	11	2.5	0.8	6	-0.3	0.4	0.9	60	0.4	0.9	40	0.0	49	2	5	4	34	1	1	4
195	3.0	0.0	3	2.0	0.8	3	1.0	0.1	0.7	60	0.1	0.6	40	0.0	57	0	0	3	37	1	1	1
196	2.1	0.8	14	2.0	0.8	9	0.1	0.5	1.0	60	0.4	0.9	40	0.1	46	4	4	6	31	3	3	3
197	2.0	0.8	7	1.0	0.0	1	1.0	0.2	0.7	60	0.0	0.2	40	0.2	53	2	3	2	39	1	0	0
198	2.5	0.8	13	2.4	0.5	7	0.1	0.5	1.1	60	0.4	0.9	40	0.1	47	3	0	10	33	0	4	3
199	3.0	0.0	5	3.0	0.0	3	0.0	0.3	0.8	60	0.2	0.8	39	0.0	55	0	0	5	36	0	0	3
200	2.8	0.4	4	0.0	0.0	0	2.8	0.2	0.7	60	0.0	0.0	40	0.2	56	0	1	3	40	0	0	0
201	2.5	0.5	2	0.0	0.0	0	2.5	0.1	0.5	60	0.0	0.0	40	0.1	58	0	1	1	40	0	0	0
202	2.8	0.4	4	0.0	0.0	0	2.8	0.2	0.7	60	0.0	0.0	40	0.2	56	0	1	3	40	0	0	0
203	2.5	0.5	6	2.5	0.5	4	0.0	0.3	0.8	60	0.3	0.8	40	0.0	54	0	3	3	36	0	2	2
204	3.0	0.0	4	2.0	0.0	1	1.0	0.2	0.7	60	0.0	0.3	40	0.1	56	0	0	4	39	0	1	0
205	2.8	0.4	8	0.0	0.0	0	2.8	0.4	0.9	60	0.0	0.0	40	0.4	52	0	2	6	40	0	0	0

	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
TASK	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
206	2.7	0.5	9	2.3	0.5	3	0.3	0.4	1.0	60	0.2	0.6	40	0.2	51	0	3	6	37	0	2	1
207	3.0	0.0	5	2.7	0.5	3	0.3	0.3	0.8	60	0.2	0.7	40	0.1	55	0	0	5	37	0	1	2
208	2.7	0.4	19	2.5	0.5	8	0.2	0.9	1.3	60	0.5	1.0	40	0.4	41	0	5	14	32	0	4	4
209	2.0	0.0	3	0.0	0.0	0	2.0	0.1	0.4	60	0.0	0.0	40	0.1	57	0	3	0	40	0	0	0
210	2.5	0.5	2	0.0	0.0	0	2.5	0.1	0.5	60	0.0	0.0	40	0.1	58	0	1	1	40	0	0	0
211	2.5	0.5	2	0.0	0.0	0	2.5	0.1	0.5	60	0.0	0.0	40	0.1	58	0	1	1	40	0	0	0
212	2.0	1.0	2	2.0	0.0	2	0.0	0.1	0.4	60	0.1	0.4	40	-0.0	58	1	0	1	38	0	2	0
213	2.9	0.3	14	3.0	0.0	6	-0.1	0.7	1.2	60	0.4	1.1	40	0.2	46	0	2	12	34	0	0	6
214	3.0	0.0	2	3.0	0.0	1	0.0	0.1	0.5	60	0.1	0.5	40	0.0	58	0	0	2	39	0	0	1
215	2.3	0.9	7	2.0	0.0	2	0.3	0.3	0.8	60	0.1	0.4	40	0.2	53	2	1	4	38	0	2	0
216	2.5	0.5	2	3.0	0.0	2	-0.5	0.1	0.5	60	0.1	0.7	40	-0.1	58	0	1	1	38	0	0	2
217	3.0	0.0	1	3.0	0.0	2	0.0	0.0	0.4	60	0.1	0.7	40	-0.1	59	0	0	1	38	0	0	2
218	3.0	0.0	6	3.0	0.0	3	0.0	0.3	0.9	60	0.2	0.8	40	0.1	54	0	0	6	37	0	0	3
219	2.4	0.7	13	2.8	0.4	6	-0.4	0.5	1.0	60	0.4	1.0	40	0.1	47	2	4	7	34	0	1	5
220	2.7	0.5	3	0.0	0.0	0	2.7	0.1	0.6	60	0.0	0.0	40	0.1	57	0	1	2	40	0	0	0
221	2.1	0.8	7	2.3	0.8	4	-0.1	0.3	0.7	60	0.2	0.7	40	0.0	53	2	2	3	36	1	1	2
222	2.0	1.0	2	2.0	0.0	1	0.0	0.1	0.4	60	0.0	0.3	40	0.0	58	1	0	1	39	0	1	0
223	3.0	0.0	1	0.0	0.0	0	3.0	0.0	0.4	60	0.0	0.0	40	0.0	59	0	0	1	40	0	0	0
224	3.0	0.0	3	2.0	0.0	1	1.0	0.1	0.7	60	0.0	0.3	40	0.1	57	0	0	3	39	0	1	0
225	3.0	0.0	1	0.0	0.0	0	3.0	0.0	0.4	60	0.0	0.0	40	0.0	59	0	0	1	40	0	0	0
226	3.0	0.0	2	2.0	1.0	2	1.0	0.1	0.5	60	0.1	0.5	40	0.0	58	0	0	2	38	1	0	1
227	3.0	0.0	1	0.0	0.0	0	3.0	0.0	0.4	60	0.0	0.0	40	0.0	59	0	0	1	40	0	0	0
228	2.8	0.4	8	2.0	0.0	1	0.8	0.4	0.9	60	0.0	0.3	40	0.3	52	0	2	6	39	0	1	0
229	2.7	0.5	20	2.5	0.5	13	0.2	0.9	1.3	59	0.8	1.2	40	0.1	39	0	6	14	27	0	6	7
230	2.8	0.4	10	2.7	0.7	6	0.1	0.5	1.1	60	0.4	1.0	40	0.1	50	0	2	8	34	1	0	5
231	2.0	0.8	23	2.0	0.8	23	0.0	0.8	1.1	60	1.2	1.2	40	-0.4	37	6	10	7	17	6	10	7
232	2.5	0.5	4	2.5	0.5	4	0.0	0.2	0.6	60	0.3	0.8	40	-0.1	56	0	2	2	36	0	2	2
233	2.9	0.3	21	2.5	0.7	11	0.3	1.0	1.4	60	0.7	1.2	40	0.3	39	0	3	18	29	1	3	7
234	2.8	0.4	4	3.0	0.0	1	-0.3	0.2	0.7	60	0.1	0.5	40	0.1	56	0	1	3	39	0	0	1
235	2.8	0.4	8	2.3	0.8	4	0.5	0.4	0.9	60	0.2	0.7	40	0.1	52	0	2	6	36	1	1	2
236	2.8	0.4	4	3.0	0.0	2	-0.3	0.2	0.7	59	0.1	0.7	40	0.0	55	0	1	3	38	0	0	2
237	2.3	0.8	21	1.9	0.9	16	0.5	0.8	1.2	60	0.8	1.1	40	0.1	39	4	6	11	24	7	4	5
238	0.0	0.0	0	0.0	0.0	0	0.0	0.0	0.0	60	0.0	0.0	40	0.0	60	0	0	0	40	0	0	0
239	2.5	0.6	13	2.1	0.9	8	0.4	0.5	1.1	60	0.4	0.9	40	0.1	47	1	4	8	32	3	1	4
240	2.5	0.5	6	0.0	0.0	0	2.5	0.3	0.8	60	0.0	0.0	40	0.3	54	0	3	3	40	0	0	0

TASK	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
241	2.0	0.0	1	2.0	0.0	1	0.0	0.0	0.3	60	0.0	0.3	40	-0.0	59	0	1	0	39	0	1	0
242	2.7	0.5	7	2.0	0.0	1	0.7	0.3	0.9	60	0.0	0.3	40	0.3	53	0	2	5	39	0	1	0
243	2.6	0.5	5	0.0	0.0	0	2.6	0.2	0.7	59	0.0	0.0	40	0.2	54	0	2	3	40	0	0	0
244	2.7	0.5	6	2.0	0.0	1	0.7	0.3	0.8	60	0.0	0.3	40	0.2	54	0	2	4	39	0	1	0
245	2.8	0.4	5	0.0	0.0	0	2.8	0.2	0.8	60	0.0	0.0	40	0.2	55	0	1	4	40	0	0	0
246	0.0	0.0	0	2.0	0.0	1	-2.0	0.0	0.0	60	0.0	0.3	40	-0.0	60	0	0	0	39	0	1	0
247	3.0	0.0	2	3.0	0.0	1	0.0	0.1	0.5	60	0.1	0.5	40	0.0	58	0	0	2	39	0	0	1
248	2.5	0.5	4	0.0	0.0	0	2.5	0.2	0.6	60	0.0	0.0	40	0.2	56	0	2	2	40	0	0	0
249	2.9	0.3	9	3.0	0.0	1	-0.1	0.4	1.0	60	0.1	0.5	40	0.4	51	0	1	8	39	0	0	1
250	2.2	0.7	6	2.7	0.5	3	-0.5	0.2	0.7	60	0.2	0.7	40	0.0	54	1	3	2	37	0	1	2
251	2.9	0.3	11	2.6	0.7	7	0.3	0.5	1.1	60	0.4	1.0	40	0.1	49	0	1	10	33	1	1	5
252	2.0	0.8	3	0.0	0.0	0	2.0	0.1	0.5	60	0.0	0.0	40	0.1	57	1	1	1	40	0	0	0
253	3.0	0.0	1	2.0	0.0	1	1.0	0.0	0.4	60	0.0	0.3	40	0.0	59	0	0	1	39	0	1	0
254	2.5	0.5	10	2.4	0.5	9	0.1	0.4	1.0	60	0.5	1.0	40	-0.1	50	0	5	5	31	0	5	4
255	3.0	0.0	2	1.5	0.5	2	1.5	0.1	0.5	60	0.1	0.3	40	0.0	58	0	0	2	38	1	1	0
256	3.0	0.0	2	0.0	0.0	0	3.0	0.1	0.5	60	0.0	0.0	40	0.1	58	0	0	2	40	0	0	0
257	2.3	0.4	4	3.0	0.0	2	-0.8	0.1	0.6	60	0.1	0.7	40	0.0	56	0	3	1	36	0	0	2
258	3.0	0.0	1	3.0	0.0	2	0.0	0.0	0.4	60	0.1	0.7	40	-0.1	59	0	0	1	38	0	0	2
259	2.5	0.5	2	3.0	0.0	1	-0.5	0.1	0.5	60	0.1	0.5	40	0.0	58	0	1	1	39	0	0	1
260	2.6	0.5	5	1.8	0.4	4	0.8	0.2	0.7	60	0.2	0.5	40	0.0	55	0	2	3	36	1	3	0
261	0.0	0.0	0	2.0	0.0	2	-2.0	0.0	0.0	60	0.1	0.4	40	-0.1	60	0	0	0	38	0	2	0
262	2.7	0.5	10	2.0	0.0	2	0.7	0.4	1.0	60	0.1	0.4	40	0.4	50	0	3	7	38	0	2	0
263	2.6	0.7	7	3.0	0.0	1	-0.4	0.3	0.9	60	0.1	0.5	40	0.2	53	1	1	5	39	0	0	1
264	2.5	0.5	6	2.7	0.5	6	-0.2	0.3	0.8	60	0.4	1.0	40	-0.1	54	0	3	3	34	0	2	4
265	2.0	0.6	5	0.0	0.0	0	2.0	0.2	0.6	60	0.0	0.0	40	0.2	55	1	3	1	40	0	0	0
266	0.0	0.0	0	0.0	0.0	0	0.0	0.0	0.0	60	0.0	0.0	40	0.0	60	0	0	0	40	0	0	0
267	2.3	0.5	6	2.5	0.5	2	-0.2	0.2	0.7	60	0.1	0.6	39	0.1	54	0	4	2	37	0	1	1
268	2.7	0.5	3	0.0	0.0	0	2.7	0.1	0.6	60	0.0	0.0	40	0.1	57	0	1	2	40	0	0	0
269	2.5	0.5	4	3.0	0.0	2	-0.5	0.2	0.6	60	0.2	0.7	39	0.0	56	0	2	2	37	0	0	2
270	3.0	0.0	3	2.5	0.5	4	0.5	0.1	0.7	60	0.3	0.8	40	-0.1	57	0	0	3	36	0	2	2
271	2.8	0.4	4	3.0	0.0	1	-0.3	0.2	0.7	60	0.1	0.5	40	0.1	56	0	1	3	39	0	0	1
272	3.0	0.0	4	3.0	0.0	2	0.0	0.2	0.7	60	0.1	0.7	40	0.1	56	0	0	4	38	0	0	2
273	0.0	0.0	0	3.0	0.0	1	-3.0	0.0	0.0	60	0.1	0.5	40	-0.1	60	0	0	0	39	0	0	1
274	2.7	0.5	7	2.0	1.0	4	0.7	0.3	0.9	60	0.2	0.7	39	0.1	53	0	2	5	35	2	0	2
275	2.5	0.8	6	2.0	0.0	1	0.5	0.3	0.8	60	0.0	0.3	40	0.2	54	1	1	4	39	0	1	0

TASK	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
276	3.0	0.0	6	2.5	0.5	2	0.5	0.3	0.9	60	0.1	0.6	40	0.2	54	0	0	6	38	0	1	1
277	3.0	0.0	1	0.0	0.0	0	3.0	0.0	0.4	60	0.0	0.0	40	0.0	59	0	0	1	40	0	0	0
278	3.0	0.0	1	0.0	0.0	0	3.0	0.0	0.4	60	0.0	0.0	40	0.0	59	0	0	1	40	0	0	0
279	2.4	0.7	20	2.5	0.7	10	-0.1	0.8	1.2	59	0.6	1.1	39	0.2	39	3	5	12	29	1	3	6
280	2.3	0.4	4	0.0	0.0	0	2.3	0.1	0.6	60	0.0	0.0	40	0.1	56	0	3	1	40	0	0	0
281	3.0	0.0	1	2.3	0.9	3	0.7	0.0	0.4	60	0.2	0.7	40	-0.1	59	0	0	1	37	1	0	2
282	1.9	0.6	8	1.5	0.8	6	0.4	0.3	0.7	60	0.2	0.6	40	0.0	52	2	5	1	34	4	1	1
283	3.0	0.0	3	2.3	0.9	3	0.7	0.1	0.7	60	0.2	0.7	40	-0.0	57	0	0	3	37	1	0	2
284	1.7	0.8	26	1.6	0.7	20	0.1	0.7	1.0	60	0.8	0.9	40	-0.1	34	13	8	5	20	10	8	2
285	2.7	0.5	7	2.0	0.8	6	0.7	0.3	0.9	60	0.3	0.8	40	0.0	53	0	2	5	34	2	2	2
286	3.0	0.0	1	2.5	0.5	2	0.5	0.0	0.4	60	0.1	0.6	40	-0.1	59	0	0	1	38	0	1	1
287	3.0	0.0	2	0.0	0.0	0	3.0	0.1	0.5	60	0.0	0.0	40	0.1	58	0	0	2	40	0	0	0
288	2.0	0.9	5	2.0	0.0	1	0.0	0.2	0.6	60	0.0	0.3	40	0.1	55	2	1	2	39	0	1	0
289	2.3	0.8	4	2.0	0.6	6	0.3	0.1	0.6	60	0.3	0.7	40	-0.1	56	1	1	2	34	1	4	1
290	2.6	0.7	8	3.0	0.0	1	-0.4	0.4	0.9	59	0.1	0.5	39	0.3	51	1	1	6	38	0	0	1
291	3.0	0.0	1	0.0	0.0	0	3.0	0.0	0.4	60	0.0	0.0	38	0.0	59	0	0	1	38	0	0	0
292	2.5	0.5	2	0.0	0.0	0	2.5	0.1	0.5	60	0.0	0.0	40	0.1	58	0	1	1	40	0	0	0
293	2.7	0.5	3	0.0	0.0	0	2.7	0.1	0.6	60	0.0	0.0	40	0.1	57	0	1	2	40	0	0	0
294	2.0	1.0	2	3.0	0.0	2	-1.0	0.1	0.4	60	0.1	0.7	40	-0.1	58	1	0	1	38	0	0	2
295	2.5	0.6	14	2.3	0.7	9	0.2	0.6	1.1	60	0.5	1.0	39	0.0	46	1	5	8	30	1	4	4
296	2.0	0.8	30	2.2	0.6	18	-0.2	1.0	1.1	59	1.0	1.2	40	0.0	29	9	13	8	22	2	11	5
297	2.0	1.0	2	1.0	0.0	1	1.0	0.1	0.4	59	0.0	0.2	40	0.0	57	1	0	1	39	1	0	0
298	2.8	0.4	4	2.3	0.8	4	0.5	0.2	0.7	60	0.2	0.7	40	-0.0	56	0	1	3	36	1	1	2
299	2.5	0.5	4	2.3	0.8	4	0.3	0.2	0.6	60	0.2	0.7	40	-0.1	56	0	2	2	36	1	1	2
300	2.0	0.0	1	0.0	0.0	0	2.0	0.0	0.3	60	0.0	0.0	40	0.0	59	0	1	0	40	0	0	0
301	2.0	0.0	1	2.0	1.0	4	0.0	0.0	0.3	60	0.2	0.7	40	-0.2	59	0	1	0	36	2	0	2
302	2.3	0.4	4	2.0	1.0	4	0.3	0.1	0.6	60	0.2	0.7	40	-0.1	56	0	3	1	36	2	0	2
303	2.3	0.5	9	2.3	0.7	9	0.0	0.4	0.9	59	0.5	1.0	40	-0.2	50	0	6	3	31	1	4	4
304	2.5	0.5	6	0.0	0.0	0	2.5	0.3	0.8	60	0.0	0.0	40	0.3	54	0	3	3	40	0	0	0
305	3.0	0.0	1	0.0	0.0	0	3.0	0.0	0.4	60	0.0	0.0	40	0.0	59	0	0	1	40	0	0	0
306	2.3	0.9	3	2.0	0.0	2	0.3	0.1	0.6	60	0.1	0.4	40	0.0	57	1	0	2	38	0	2	0
307	2.8	0.4	5	3.0	0.0	3	-0.2	0.2	0.6	60	0.2	0.8	40	0.0	55	0	1	4	37	0	0	3
308	2.0	0.0	1	3.0	0.0	1	-1.0	0.0	0.3	60	0.1	0.5	40	-0.0	59	0	1	0	39	0	0	1
309	2.3	0.5	3	3.0	0.0	1	-0.7	0.1	0.5	60	0.1	0.5	40	0.0	57	0	2	1	39	0	0	1
310	0.0	0.0	0	0.0	0.0	0	0.0	0.0	0.0	60	0.0	0.0	40	0.0	60	0	0	0	40	0	0	0

TASK	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
311	2.5	0.7	11	2.0	1.0	4	0.5	0.5	1.0	60	0.2	0.7	40	0.3	49	1	3	7	36	2	0	2
312	2.9	0.3	7	0.0	0.0	0	2.9	0.3	0.9	60	0.0	0.0	40	0.3	53	0	1	6	40	0	0	0
313	2.8	0.4	5	2.2	0.7	5	0.6	0.2	0.8	60	0.3	0.8	40	-0.0	55	0	1	4	35	1	2	2
314	2.4	0.5	7	2.1	0.6	7	0.3	0.3	0.8	60	0.4	0.9	40	-0.1	53	0	4	3	33	1	4	2
315	2.6	0.5	8	2.8	0.4	6	-0.2	0.3	0.9	60	0.4	1.0	40	-0.1	52	0	3	5	34	0	1	5
316	2.0	0.5	8	1.8	1.0	8	0.3	0.3	0.7	60	0.3	0.8	40	-0.1	52	1	6	1	32	5	0	3
317	1.0	0.0	2	2.3	0.9	3	-1.3	0.0	0.2	60	0.2	0.7	40	-0.1	58	2	0	0	37	1	0	2
318	2.6	0.5	5	2.4	0.7	7	0.2	0.2	0.7	60	0.4	1.0	40	-0.2	55	0	2	3	33	1	2	4
319	2.0	0.7	9	1.9	0.9	12	0.1	0.3	0.8	60	0.6	1.0	40	-0.3	51	2	5	2	28	5	3	4
320	2.9	0.4	27	2.7	0.5	23	0.2	1.3	1.4	59	1.5	1.4	40	-0.2	32	0	4	23	17	1	5	17
321	2.0	0.8	3	0.0	0.0	0	2.0	0.1	0.5	60	0.0	0.0	40	0.1	57	1	1	1	40	0	0	0
322	2.5	0.8	17	2.5	0.7	15	-0.0	0.7	1.2	60	0.9	1.3	40	-0.2	43	3	2	12	25	2	3	10
323	2.2	0.7	14	2.2	0.8	12	0.0	0.5	1.0	60	0.6	1.1	40	-0.1	46	2	7	5	28	3	4	5
324	2.1	0.6	12	2.3	0.9	6	-0.3	0.4	0.9	60	0.3	0.9	40	0.1	48	2	7	3	34	2	0	4
325	2.3	0.8	25	2.1	0.8	21	0.2	0.9	1.2	60	1.1	1.2	39	-0.2	35	5	8	12	18	6	7	8
326	2.0	0.7	16	1.7	0.9	3	0.3	0.5	1.0	60	0.1	0.5	39	0.4	44	4	8	4	36	2	0	1
327	2.7	0.5	59	2.9	0.3	33	-0.1	2.7	0.6	60	2.5	1.0	38	0.2	1	3	10	46	5	0	4	29
328	1.6	0.7	15	1.7	0.9	3	-0.1	0.4	0.8	60	0.1	0.5	39	0.3	45	8	5	2	36	2	0	1
329	1.6	0.8	39	1.3	0.6	20	0.3	1.1	1.0	60	0.6	0.8	40	0.4	21	22	9	8	20	15	4	1
330	2.2	0.8	50	2.2	0.7	27	0.0	2.0	1.0	57	1.6	1.2	38	0.4	7	10	18	22	11	4	13	10
331	2.4	0.6	35	2.4	0.7	20	-0.0	1.5	1.3	58	1.2	1.3	40	0.2	23	2	16	17	20	2	7	11
332	1.3	0.5	3	2.3	0.5	3	-1.0	0.1	0.3	60	0.2	0.6	40	-0.1	57	2	1	0	37	0	2	1
333	2.5	0.7	51	2.4	0.7	29	0.2	2.1	1.1	60	1.7	1.2	40	0.4	9	5	14	32	11	3	12	14
334	2.3	0.8	25	2.1	0.6	13	0.2	0.9	1.2	60	0.7	1.0	40	0.3	35	5	8	12	27	2	8	3
335	2.0	0.9	21	2.4	0.8	10	-0.4	0.7	1.1	60	0.6	1.1	40	0.1	39	8	5	8	30	2	2	6
336	2.3	0.7	37	2.4	0.7	20	-0.1	1.4	1.2	59	1.2	1.3	40	0.2	22	6	15	16	20	3	6	11
337	2.1	0.7	20	2.1	0.8	19	-0.0	0.7	1.1	60	1.0	1.2	40	-0.3	40	4	10	6	21	5	7	7
338	2.6	0.6	53	2.6	0.6	34	0.0	2.3	1.0	60	2.2	1.1	40	0.1	7	2	17	34	6	2	10	22
339	2.6	0.6	56	2.9	0.4	32	-0.3	2.4	0.9	60	2.3	1.2	40	0.1	4	5	12	39	8	1	2	29
340	2.3	0.6	47	2.4	0.6	32	-0.2	1.8	1.1	60	1.9	1.1	40	-0.2	13	5	24	18	8	2	14	16
341	2.3	0.7	29	2.3	0.6	20	0.0	1.1	1.2	60	1.1	1.2	40	-0.0	31	4	13	12	20	2	11	7
342	2.5	0.7	37	2.6	0.6	21	-0.0	1.6	1.3	60	1.4	1.4	39	0.2	23	4	9	24	18	1	7	13
343	2.2	0.7	48	2.3	0.6	31	-0.1	1.8	1.1	60	1.8	1.1	40	-0.0	12	9	21	18	9	3	15	13
344	2.3	0.7	54	2.4	0.7	33	-0.1	2.1	1.0	60	2.0	1.1	40	0.1	6	7	22	25	7	5	10	18
345	2.1	0.8	51	2.2	0.7	30	-0.1	1.8	1.0	60	1.6	1.2	40	0.1	9	13	20	18	10	6	12	12

	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
TASK	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
346	1.9	0.8	54	1.9	0.8	31	0.0	1.8	0.9	60	1.5	1.1	39	0.2	6	18	21	15	8	12	10	9
347	2.5	0.6	41	2.6	0.5	30	-0.1	1.7	1.3	60	2.0	1.2	40	-0.3	19	3	14	24	10	1	9	20
348	2.9	0.4	56	2.9	0.2	35	-0.1	2.7	0.8	60	2.6	0.9	39	0.0	4	1	5	50	4	0	2	33
349	2.0	0.8	46	1.9	0.9	23	0.0	1.5	1.1	60	1.1	1.2	40	0.4	14	14	20	12	17	11	3	9
350	1.6	0.7	15	1.6	0.5	5	0.0	0.4	0.8	60	0.2	0.6	40	0.2	45	8	5	2	35	2	3	0
351	1.6	0.6	42	1.6	0.7	26	0.1	1.1	0.9	60	1.0	0.9	40	0.1	18	19	19	4	14	14	9	3
352	1.9	0.8	47	2.0	0.6	29	-0.1	1.5	1.0	60	1.5	1.0	39	-0.0	13	18	17	12	10	6	17	6
353	2.7	0.5	39	2.6	0.6	23	0.1	1.7	1.3	60	1.5	1.4	40	0.2	21	0	13	26	17	1	7	15
354	2.3	0.7	27	2.3	0.6	14	0.0	1.0	1.2	60	0.9	1.2	37	0.2	33	3	12	12	23	1	8	5
355	2.6	0.7	7	2.5	0.9	4	0.1	0.3	0.9	60	0.3	0.8	40	0.0	53	1	1	5	36	1	0	3
356	2.0	0.8	52	2.0	0.8	31	-0.1	1.7	1.0	59	1.7	1.1	38	0.1	7	19	15	18	7	10	10	11
357	2.7	0.5	9	2.2	0.7	5	0.5	0.4	1.0	60	0.3	0.8	40	0.1	51	0	3	6	35	1	2	2
358	1.7	0.7	17	1.5	0.8	6	0.2	0.5	0.8	60	0.2	0.6	40	0.3	43	7	8	2	34	4	1	1
359	2.9	0.3	29	2.6	0.6	20	0.2	1.4	1.5	60	1.3	1.4	40	0.1	31	0	4	25	20	1	5	14
360	2.1	0.7	46	2.1	0.7	29	-0.0	1.6	1.1	60	1.5	1.1	40	0.1	14	11	20	15	11	6	14	9
361	2.0	0.8	54	2.2	0.7	30	-0.3	1.8	0.9	60	1.7	1.1	39	0.0	6	17	22	15	9	5	13	12
362	2.5	0.6	54	2.5	0.5	31	0.0	2.3	1.0	60	2.0	1.1	39	0.3	6	4	17	33	8	0	15	16
363	2.7	0.5	39	2.6	0.6	30	0.1	1.8	1.3	60	1.9	1.2	40	-0.2	21	0	12	27	10	1	11	18
364	2.5	0.5	4	3.0	0.0	1	-0.5	0.2	0.6	60	0.1	0.5	40	0.1	56	0	2	2	39	0	0	1
365	2.5	0.7	19	2.6	0.7	8	-0.1	0.8	1.2	60	0.5	1.1	39	0.3	41	2	5	12	31	1	1	6
366	2.2	0.8	38	2.3	0.6	19	-0.1	1.4	1.2	60	1.1	1.2	40	0.3	22	9	13	16	21	2	10	7
367	2.1	0.7	55	2.3	0.7	32	-0.3	1.9	0.9	59	1.9	1.1	39	0.0	4	13	24	18	7	5	11	16
368	2.3	0.7	6	2.0	0.7	4	0.3	0.2	0.7	60	0.2	0.6	40	0.0	54	1	2	3	36	1	2	1
369	3.0	0.0	2	1.0	0.0	1	2.0	0.1	0.5	60	0.0	0.2	40	0.1	58	0	0	2	39	1	0	0
370	2.2	1.0	5	1.8	0.6	4	0.4	0.2	0.7	60	0.2	0.6	40	0.0	55	2	0	3	36	2	1	1
371	3.0	0.0	1	3.0	0.0	1	0.0	0.0	0.4	60	0.1	0.5	40	-0.0	59	0	0	1	39	0	0	1
372	3.0	0.0	2	2.0	0.8	3	1.0	0.1	0.5	60	0.1	0.6	40	-0.1	58	0	0	2	37	1	1	1
373	2.0	0.8	7	2.0	0.7	4	0.0	0.2	0.7	60	0.2	0.6	40	0.0	53	2	3	2	36	1	2	1
374	2.0	0.0	1	1.7	0.5	3	0.3	0.0	0.3	60	0.1	0.5	40	-0.1	59	0	1	0	37	1	2	0
375	1.4	0.6	44	1.6	0.7	23	-0.2	1.0	0.8	60	0.9	0.9	39	0.1	16	31	9	4	16	13	7	3
376	1.4	0.6	47	1.7	0.8	26	-0.3	1.1	0.8	60	1.1	1.0	39	[illegible]	13	34	9	4	13	14	7	5
377	2.1	0.7	16	2.4	0.7	8	-0.3	0.5	1.0	60	0.5	1.0	40	0.1	44	4	7	5	32	1	3	4
378	1.9	0.7	23	2.3	0.8	12	-0.4	0.7	1.0	60	0.7	1.2	40	0.0	37	6	13	4	28	3	2	7
379	2.2	0.7	5	1.0	0.0	1	1.2	0.2	0.6	60	0.0	0.2	40	0.2	55	1	2	2	39	1	0	0
380	1.9	0.8	32	2.3	0.7	22	-0.4	1.1	1.1	58	1.3	1.3	40	-0.2	26	12	11	9	18	3	9	10

	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
TASK	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
381	2.1	0.8	8	2.1	0.6	9	0.0	0.3	0.8	60	0.5	0.9	40	-0.2	52	2	3	3	31	1	6	2
382	1.8	0.7	12	2.1	0.8	8	-0.4	0.3	0.8	60	0.4	0.9	39	-0.1	48	5	5	2	31	2	3	3
383	3.0	0.0	2	1.0	0.0	1	2.0	0.1	0.5	60	0.0	0.2	40	0.1	58	0	0	2	39	1	0	0
384	2.9	0.3	56	2.9	0.4	34	0.0	2.7	0.6	60	2.5	1.0	39	0.2	4	1	2	53	5	1	1	32
385	2.5	0.5	2	2.0	0.0	1	0.5	0.1	0.5	60	0.0	0.3	40	0.0	58	0	1	1	39	0	1	0
386	1.9	0.9	39	1.6	0.8	22	0.3	1.2	1.1	60	0.9	1.0	40	0.3	21	17	9	13	18	12	6	4
387	2.6	0.5	5	2.5	0.5	4	0.1	0.2	0.7	60	0.3	0.8	40	-0.0	55	0	2	3	36	0	2	2
388	2.6	0.5	8	2.7	0.5	3	-0.0	0.3	0.9	60	0.2	0.7	40	0.1	52	0	3	5	37	0	1	2
389	2.7	0.6	46	2.7	0.4	26	-0.1	2.0	1.2	60	1.8	1.3	39	0.2	14	2	11	33	13	0	7	19
390	1.7	0.7	39	1.6	0.5	23	0.2	1.1	1.0	60	0.9	0.9	39	0.2	21	16	17	6	16	10	13	0
391	2.4	0.7	33	2.5	0.7	21	-0.1	1.3	1.3	60	1.3	1.3	40	0.0	27	5	11	17	19	2	7	12
392	2.7	0.5	57	2.8	0.4	30	-0.1	2.6	0.8	60	2.2	1.2	39	0.4	3	3	9	45	9	0	6	24
393	1.8	0.7	49	1.8	0.8	27	-0.0	1.4	0.9	60	1.2	1.1	40	0.2	11	19	23	7	13	12	9	6
394	1.6	0.7	53	1.9	0.9	23	-0.3	1.4	0.9	60	1.1	1.2	39	0.3	7	31	14	8	16	10	5	8
395	2.1	0.7	55	2.3	0.7	32	-0.3	1.9	0.9	60	1.8	1.1	40	0.0	5	14	24	17	8	5	12	15
396	2.5	0.5	8	2.5	0.6	13	-0.0	0.3	0.9	60	0.8	1.2	40	-0.5	52	0	4	4	27	1	4	8
397	2.2	0.8	12	2.5	0.7	8	-0.3	0.4	0.9	60	0.5	1.0	40	-0.1	48	3	4	5	32	1	2	5
398	2.2	0.7	31	2.4	0.7	15	-0.2	1.1	1.2	60	0.9	1.2	40	0.2	29	5	14	12	25	2	5	8
399	2.4	0.7	34	2.4	0.7	17	0.0	1.3	1.3	60	1.0	1.3	39	0.3	26	4	14	16	22	2	7	8
400	2.5	0.6	15	2.3	0.7	9	0.2	0.6	1.1	60	0.5	1.0	40	0.1	45	1	5	9	31	1	4	4
401	2.9	0.4	58	2.9	0.2	33	-0.1	2.8	0.6	60	2.5	1.1	39	0.3	2	1	6	51	6	0	2	31
402	2.7	0.6	54	2.6	0.5	29	0.1	2.4	1.0	60	1.9	1.2	40	0.5	6	4	10	40	11	0	12	17
403	2.1	0.7	9	2.3	0.5	3	-0.2	0.3	0.8	60	0.2	0.6	40	0.1	51	2	4	3	37	0	2	1
404	1.9	0.6	42	2.3	0.7	26	-0.4	1.4	1.0	59	1.5	1.2	40	-0.1	17	9	28	5	14	3	13	10
405	2.1	0.8	10	2.2	0.7	5	-0.1	0.3	0.9	60	0.3	0.8	40	0.1	50	3	3	4	35	1	2	2
406	2.1	0.6	27	[illegible].4	0.6	16	-0.3	0.9	1.1	60	1.0	1.3	39	-0.1	33	4	16	7	23	1	7	8
407	2.7	0.5	50	[illegible].0	0.2	28	-0.2	2.3	1.1	59	2.1	1.3	39	0.2	9	2	9	39	11	0	1	27
408	1.6	0.7	19	2.0	0.7	13	-0.4	0.5	0.9	60	0.6	1.0	40	-0.1	41	10	6	3	27	3	7	3
409	2.1	0.7	44	2.5	0.6	23	-0.4	1.5	1.1	60	1.4	1.3	40	0.1	16	10	19	15	17	1	9	13
410	2.0	1.0	4	2.0	0.0	2	0.0	0.1	0.6	60	0.1	0.4	40	0.0	56	2	0	2	38	0	2	0
411	1.6	0.7	46	2.2	0.8	26	-0.6	1.2	0.9	60	1.4	1.2	39	-0.2	14	26	14	6	13	7	8	11
412	2.8	0.7	8	1.0	0.0	1	1.8	0.4	1.0	60	0.0	0.2	40	0.3	52	1	0	7	39	1	0	0
413	3.0	0.0	5	1.0	0.0	1	2.0	0.3	0.8	60	0.0	0.2	40	0.2	55	0	0	5	39	1	0	0
414	2.5	0.6	13	1.5	0.5	2	1.0	0.5	1.1	60	0.1	0.3	40	0.5	47	1	4	8	38	1	1	0
415	2.7	0.7	9	1.7	0.5	3	1.0	0.4	1.0	60	0.1	0.5	40	0.3	51	1	1	7	37	1	2	0

	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
TASK	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
416	2.8	0.4	5	1.0	0.0	1	1.8	0.2	0.8	60	0.0	0.2	40	0.2	55	0	1	4	39	1	0	0
417	2.8	0.4	40	2.8	0.5	22	-0.0	1.8	1.3	60	1.5	1.4	40	0.3	20	0	10	30	18	1	3	18
418	2.8	0.5	45	2.7	0.5	31	0.1	2.1	1.3	60	2.2	1.2	39	-0.1	15	1	8	36	8	0	9	22
419	2.6	0.7	7	1.0	0.0	2	1.6	0.3	0.9	60	0.0	0.2	40	0.2	53	1	1	5	36	2	0	0
420	2.3	0.7	52	2.4	0.6	25	-0.1	2.0	1.0	60	1.5	1.3	40	0.5	8	7	21	24	15	2	10	13
421	2.3	0.9	3	1.5	0.5	2	0.8	0.1	0.6	60	0.1	0.3	40	0.0	57	1	0	2	38	1	1	0
422	3.0	0.0	3	2.3	0.4	4	0.8	0.1	0.7	60	0.2	0.7	40	-0.1	57	0	0	3	36	0	3	1
423	2.5	0.6	40	2.6	0.6	25	-0.1	1.6	1.3	60	1.6	1.3	40	0.1	20	2	17	21	15	2	7	16
424	2.3	0.7	40	2.6	0.5	22	-0.3	1.5	1.2	60	1.4	1.3	40	0.1	20	5	19	16	18	0	9	13
425	2.0	0.7	4	3.0	0.0	4	-1.0	0.1	0.5	60	0.3	0.9	40	-0.2	56	1	2	1	36	0	0	4
426	2.5	0.7	11	2.3	0.5	3	0.2	0.5	1.0	60	0.2	0.6	40	0.3	49	1	3	7	37	0	2	1
427	1.9	0.6	7	2.2	0.4	5	-0.3	0.2	0.6	60	0.3	0.7	40	-0.1	53	2	4	1	35	0	4	1
428	1.9	0.9	9	2.0	0.7	4	-0.1	0.3	0.8	60	0.2	0.6	40	0.1	51	4	2	3	36	1	2	1
429	1.6	0.7	14	1.4	0.6	13	0.3	0.4	0.8	60	0.4	0.7	40	-0.1	46	7	5	2	27	9	3	1
430	2.8	0.4	42	2.6	0.6	25	0.2	2.0	1.3	59	1.6	1.3	40	0.3	17	0	10	32	15	1	8	16
431	2.0	0.6	5	2.4	0.5	5	-0.4	0.2	0.6	60	0.3	0.8	40	-0.1	55	1	3	1	35	0	3	2
432	2.3	0.6	13	2.6	0.5	5	-0.3	0.5	1.0	60	0.3	0.9	40	0.2	47	1	7	5	35	0	2	3
433	2.8	0.4	43	2.8	0.4	29	0.1	2.0	1.3	60	2.0	1.3	40	0.0	17	0	8	35	11	0	7	22
434	1.9	0.8	11	2.1	0.3	9	-0.2	0.3	0.8	60	0.5	0.9	40	-0.1	49	4	4	3	31	0	8	1
435	2.0	0.8	13	2.4	0.7	10	-0.4	0.4	0.9	60	0.6	1.1	40	-0.2	47	4	5	4	30	1	4	5
436	0.0	0.0	0	2.3	0.5	3	-2.3	0.0	0.0	60	0.2	0.6	40	-0.2	60	0	0	0	37	0	2	1
437	2.4	0.7	48	2.7	0.5	32	-0.3	1.9	1.1	60	2.1	1.2	40	-0.2	12	5	17	26	8	0	10	22
438	2.6	0.6	56	2.8	0.4	27	-0.2	2.4	0.8	60	1.9	1.4	40	0.5	4	2	18	36	13	0	5	22
439	2.8	0.4	39	2.9	0.4	20	-0.1	1.8	1.4	60	1.4	1.5	40	0.4	21	0	8	31	20	1	0	19
440	2.1	0.7	32	2.3	0.7	24	-0.2	1.1	1.1	60	1.3	1.2	40	-0.3	28	6	18	8	16	3	12	9
441	2.7	0.5	3	1.6	0.5	5	1.1	[illegible]	0.6	60	0.2	0.6	40	-0.1	57	0	1	2	35	2	3	0
442	2.1	0.7	34	2.6	0.6	16	-0.4	1.2	1.2	60	1.0	1.3	40	0.2	26	6	17	11	24	1	5	10
443	2.1	0.6	14	1.4	0.5	10	0.7	0.5	1.0	60	0.3	0.7	40	0.2	46	2	8	4	30	6	4	0
444	2.2	0.4	9	2.2	0.7	5	0.0	0.3	0.8	60	0.3	0.8	40	0.1	51	0	7	2	35	1	2	2
445	2.6	0.6	47	2.9	0.3	25	-0.3	2.0	1.2	60	1.8	1.4	40	0.3	13	2	14	31	15	0	3	22
446	2.5	0.5	4	1.8	0.8	4	0.8	0.2	0.6	60	0.2	0.6	40	-0.0	56	0	2	2	36	2	1	1
447	2.0	0.8	41	2.3	0.7	24	-0.3	1.4	1.1	60	1.4	1.3	40	-0.0	19	13	15	13	16	3	10	11
448	1.8	0.7	16	1.9	0.7	10	-0.1	0.5	0.8	60	0.5	0.9	40	-0.0	44	6	8	2	30	3	5	2
449	2.2	0.8	43	2.3	0.6	20	-0.1	1.6	1.2	60	1.1	1.2	40	0.4	17	10	15	18	20	2	10	8
450	1.5	0.5	6	1.5	0.5	2	0.0	0.1	0.5	60	0.1	0.3	40	0.1	54	3	3	0	38	1	1	0

	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
TASK	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
451	1.0	0.0	1	0.0	0.0	0	1.0	0.0	0.1	60	0.0	0.0	40	0.0	59	1	0	0	40	0	0	0
452	1.7	0.7	23	2.2	0.7	13	-0.5	0.6	0.9	60	0.7	1.1	40	-0.1	37	11	8	4	27	2	7	4
453	2.0	0.6	6	2.0	1.0	2	0.0	0.2	0.6	60	0.1	0.5	40	0.1	54	1	4	1	38	1	0	1
454	0.0	0.0	0	0.0	0.0	0	0.0	0.0	0.0	60	0.0	0.0	40	0.0	60	0	0	0	40	0	0	0
455	0.0	0.0	0	3.0	0.0	1	-3.0	0.0	0.0	60	0.1	0.5	40	-0.1	60	0	0	0	39	0	0	1
456	1.9	0.8	12	1.7	0.7	6	0.3	0.4	0.8	60	0.3	0.7	40	0.1	48	4	5	3	34	3	2	1
457	2.1	0.7	16	2.2	0.6	10	-0.1	0.5	1.0	60	0.5	1.0	40	0.0	44	4	7	5	30	1	6	3
458	2.6	0.7	43	2.5	0.7	23	0.1	1.8	1.3	60	1.4	1.3	40	0.4	17	4	11	28	17	2	8	13
459	1.8	0.5	30	1.9	0.8	22	-0.0	0.9	1.0	60	1.0	1.1	40	-0.1	30	7	21	2	18	8	9	5
460	2.4	0.7	43	2.6	0.6	26	-0.2	1.8	1.2	58	1.7	1.3	40	0.1	15	6	15	22	14	1	9	16
461	1.8	0.6	16	2.0	0.9	8	-0.3	0.5	0.8	59	0.4	0.9	40	0.1	43	5	10	1	32	3	2	3
462	2.2	0.8	46	2.2	0.6	26	-0.0	1.7	1.2	59	1.4	1.2	40	0.3	13	12	13	21	14	3	14	9
463	2.2	0.7	12	2.1	0.8	7	0.0	0.4	0.9	58	0.4	0.9	40	0.1	46	2	6	4	33	2	2	3
464	2.3	0.7	32	2.2	0.7	20	0.1	1.2	1.2	60	1.1	1.2	40	0.1	28	5	14	13	20	4	8	8
465	2.3	0.8	4	2.6	0.8	5	-0.3	0.2	0.6	57	0.3	0.9	40	-0.2	53	1	1	2	35	1	0	4
466	2.3	0.6	46	2.7	0.6	22	-0.4	1.9	1.1	57	1.5	1.4	40	0.4	11	4	23	19	18	1	5	16
467	2.0	0.7	17	2.4	0.6	15	-0.4	0.6	1.0	59	0.9	1.2	40	-0.3	42	4	9	4	25	1	7	7
468	2.3	0.7	6	2.0	0.8	6	0.3	0.2	0.7	60	0.3	0.8	40	-0.1	54	1	2	3	34	2	2	2
469	2.1	0.8	19	2.6	0.5	9	-0.5	0.6	1.0	60	0.6	1.1	40	0.1	41	5	8	6	31	0	4	5
470	2.7	0.5	50.	2.7	0.6	30	-0.0	2.3	1.0	58	2.0	1.3	40	0.3	8	0	16	34	10	2	5	23
471	1.8	0.9	14	1.9	0.7	10	-0.1	0.4	0.9	60	0.5	0.9	40	-0.1	46	7	3	4	30	3	5	2
472	2.0	1.0	2	2.3	0.7	8	-0.3	0.1	0.4	59	0.4	0.9	40	-0.4	57	1	0	1	32	1	4	3
473	2.0	0.7	4	1.0	0.0	1	1.0	0.1	0.5	60	0.0	0.2	40	0.1	56	1	2	1	39	1	0	0
474	2.3	0.5	3	2.0	0.8	6	0.3	0.1	0.5	60	0.3	0.8	40	-0.2	57	0	2	1	34	2	2	2
475	2.0	0.8	21	2.0	0.9	16	0.0	0.7	1.1	59	0.6	1.1	40	-0.1	38	6	8	7	24	6	4	6
476	2.4	0.7	31	2.5	0.6	25	-0.1	1.3	1.3	59	1.6	1.3	40	-0.3	28	3	12	16	15	1	10	14
477	2.5	0.6	28	2.6	0.5	19	-0.1	1.2	1.3	59	1.2	1.3	40	-0.1	31	1	13	14	21	0	8	11
478	1.3	0.4	4	1.8	0.7	6	-0.6	0.1	0.3	60	0.3	0.7	40	-0.2	56	3	1	0	34	2	3	1
479	2.4	0.6	18	2.3	0.7	17	0.2	0.7	1.2	59	1.0	1.2	40	-0.2	41	1	8	9	23	3	6	8
480	2.0	0.8	28	2.0	0.7	20	-0.0	0.9	1.1	60	1.1	1.2	39	-0.1	32	8	11	9	19	5	9	6
481	2.3	0.7	44	2.3	0.6	27	0.0	1.7	1.2	58	1.5	1.2	40	0.2	14	7	17	20	13	3	14	10
482	1.5	0.8	30	1.8	0.8	16	-0.2	0.8	0.9	59	0.7	1.0	40	0.1	29	19	6	5	24	8	4	4
483	2.2	0.7	31	1.9	0.8	17	0.3	1.1	1.2	60	0.8	1.1	40	0.3	29	5	15	11	23	6	6	5
484	1.9	0.7	37	2.5	0.7	17	-0.5	1.2	1.1	60	1.0	1.3	40	0.2	23	10	19	8	23	2	5	10
485	1.8	0.8	35	2.0	0.8	21	-0.3	1.0	1.0	60	1.1	1.2	40	-0.0	25	15	13	7	19	7	6	8

TASK	RESPONDENTS CITING WORKER PERFORMANCE OF A TASK							ALL RESPONDENTS, INCLUDING NON-PERFORMANCE CITATIONS							DISTRIBUTION OF WORKER RESPONSES				DISTRIBUTION OF SUPERVISOR RESPONSES			
	WORKERS			SUPERVISORS			D:W-S	WORKERS			SUPERVISORS			D:W-S								
	MEAN	SD	N	MEAN	SD	N	MEAN	MEAN	SD	N	MEAN	SD	N	MEAN	NONE	LOW	MED	HIGH	NONE	LOW	MED	HIGH
486	1.9	0.8	17	1.9	0.9	9	0.1	0.5	1.0	60	0.4	0.9	40	0.1	43	6	6	5	31	4	2	3
487	2.2	0.7	6	2.4	0.5	7	-0.3	0.2	0.7	60	0.4	1.0	39	-0.2	54	1	3	2	32	0	4	3
488	2.5	0.5	2	2.7	0.5	3	-0.2	0.1	0.5	60	0.2	0.7	39	-0.1	58	0	1	1	36	0	1	2
489	1.9	0.8	41	1.9	0.7	26	-0.0	1.3	1.1	60	1.3	1.1	40	0.0	19	14	17	10	14	8	12	6
490	1.9	0.7	14	2.1	0.5	14	-0.3	0.4	0.9	60	0.8	1.1	40	-0.3	46	5	6	3	26	1	10	3
491	1.9	0.8	23	2.0	0.7	13	-0.1	0.7	1.1	59	0.6	1.0	40	0.1	36	9	7	7	27	3	7	3
492	1.5	0.7	34	1.7	0.8	18	-0.2	0.9	0.9	59	0.8	1.0	40	0.1	25	21	9	4	22	9	5	4

TOTALS: 21494 1467 2774 3670 14635 809 1722 2455

Table C-3

Extent Task Is Part of the Job (Q6)[a]

Question 6: Extent Task Is Part of the Position (Workers)

Answer this question so as to give the best description you can of what you do in your present job as a General Secretary. For each task statement, rate how significant a part of your job it is. Consider and weigh its importance, frequency of occurrence, relevance, and any other factor which you think determines to what extent the task is part of your position. In your own mind, combine these factors into a single rating of how significant a part of your job it represents.

Categories and Values of the Response Scale:

0 = Definitely not a part of my job
1 = Under unusual circumstances may be a minor part of my job
2 = (not defined)
3 = (not defined)
4 = A substantial part of my job
5 = (not defined)
6 = (not defined)
7 = A most significant part of my job

Each of the 13 columns of Table C-3 is identified below.

Column 33: Average (mean) of worker ratings.

Column 34: Standard deviation showing degree of response variability.

Column 35: Number of workers who rated the task 0-7.

Columns 36 through 43: Number of surveyed workers using each level of the scale.

Column 44: Percent of surveyed workers who rated the task as part of their job. That is, they used a rating level other than "0."

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[a] Question 6 was answered by workers in Group 2 for all tasks in the inventory.

Table C-3 - Continued

Column 45: Percent of surveyed workers who rated the task as at least a "substantial part" of their job. That is, they used a rating level of "4" or higher, indicating it was a reasonably significant part of the job. (This would seem to be a useful indicator of a task's actual relevance to an occupation, serving to differentiate between two occupations where workers in both may at times perform the same task.)

TASK INVENTORY DATA SUMMARY
SECRETARIES - COMPOSITE

TABLE 3: EXTENT TASK IS
(Q6) PART OF THE JOB

				NUMBER OF RESPONSES PER CATEGORY									
TASK	MEAN	SD	N	0	1	2	3	4	5	6	7	% PART OF JOB	% SIG PART
1	0.20	0.95	59	54	3	1	0	0	0	0	1	8.5	1.7
2	1.37	1.71	60	28	11	6	7	5	1	1	1	53.3	13.3
3	1.10	1.40	59	29	13	6	5	5	1	0	0	50.8	10.2
4	1.12	1.48	60	29	14	7	4	5	0	0	1	51.7	10.0
5	1.22	1.34	60	25	15	8	6	6	0	0	0	58.3	10.0
6	2.64	2.16	58	13	8	10	5	12	2	4	4	77.6	37.9
7	3.13	2.29	60	10	9	5	11	8	5	5	7	83.3	41.7
8	0.58	1.32	60	45	7	3	2	1	0	2	0	25.0	5.0
9	1.05	1.72	60	35	12	2	4	4	1	0	2	41.7	11.7
10	0.43	1.23	60	50	4	2	1	2	0	0	1	16.7	5.0
11	1.77	1.71	60	18	13	12	6	7	2	1	1	70.0	18.3
12	1.15	1.74	60	34	9	5	5	4	1	0	2	43.3	11.7
13	0.30	0.86	60	51	5	1	1	2	0	0	0	15.0	3.3
14	0.62	1.43	60	47	4	3	0	5	0	0	1	21.7	10.0
15	1.90	2.02	60	24	7	8	5	9	4	1	2	60.0	26.7
16	2.57	2.00	60	10	10	13	10	9	0	4	4	83.3	28.3
17	2.30	2.39	60	22	7	5	9	7	1	2	7	63.3	28.3
18	1.48	2.00	60	32	7	4	5	6	2	3	1	46.7	20.0
19	0.56	1.27	59	45	5	4	3	1	0	0	1	23.7	3.4
20	1.32	1.77	60	24	19	8	3	2	0	1	3	60.0	10.0
21	0.53	1.31	60	46	8	1	2	1	1	0	1	23.3	5.0
22	0.70	0.99	60	33	18	5	2	2	0	0	0	45.0	3.3
23	1.55	2.09	60	31	7	6	3	8	1	0	4	48.3	21.7
24	0.67	1.42	60	45	5	3	2	4	0	0	1	25.0	8.3
25	1.62	1.92	60	26	8	10	5	7	1	0	3	56.7	18.3
26	1.58	2.05	60	30	7	6	4	8	1	1	3	50.0	21.7
27	3.00	2.04	60	8	7	10	12	13	1	3	6	86.7	38.3
28	0.12	0.37	60	54	5	1	0	0	0	0	0	10.0	0.0
29	0.92	1.46	60	35	11	7	2	3	1	0	1	41.7	8.3
30	1.13	1.98	60	38	7	5	2	3	0	2	3	36.7	13.3

TASK	MEAN	SD	N	NUMBER OF RESPONSES PER CATEGORY								% PART OF JOB	% SIG PART
				0	1	2	3	4	5	6	7		
31	0.68	1.57	60	46	4	4	1	3	0	0	2	23.3	8.3
32	0.24	0.67	59	50	6	2	0	1	0	0	0	15.3	1.7
33	1.32	1.92	59	35	6	2	3	9	2	1	1	40.7	22.0
34	3.19	2.16	59	5	12	6	13	9	4	1	9	91.5	39.0
35	0.57	1.30	60	45	8	1	3	2	0	0	1	25.0	5.0
36	2.17	2.23	59	19	11	8	2	12	1	0	6	67.8	32.2
37	3.00	2.33	60	13	7	6	7	13	4	2	8	78.3	45.0
38	5.00	1.87	60	1	2	2	8	14	4	9	20	98.3	78.3
39	2.40	2.37	60	19	10	6	4	10	3	1	7	68.3	35.0
40	1.23	2.22	60	42	3	1	4	4	0	1	5	30.0	16.7
41	0.12	0.45	60	55	4	0	1	0	0	0	0	8.3	0.0
42	0.78	1.57	60	41	10	2	1	3	1	1	1	31.7	3.0
43	0.75	1.51	60	43	6	3	4	2	0	1	1	28.3	6.7
44	1.97	2.08	60	22	7	9	11	5	1	0	5	63.3	18.3
45	0.55	1.42	60	46	8	2	1	1	0	0	2	23.3	5.0
46	0.18	0.94	60	56	2	1	0	0	0	0	1	6.7	1.7
47	0.47	0.94	60	45	7	4	3	1	0	0	0	25.0	1.7
48	3.33	2.31	60	9	6	9	8	11	3	5	9	85.0	46.7
49	0.95	1.75	60	41	4	7	1	3	2	0	2	31.7	11.7
50	0.87	1.59	60	38	11	3	3	3	0	0	2	36.7	8.3
51	0.47	1.30	60	50	4	1	1	3	0	0	1	16.7	6.7
52	0.30	1.16	60	56	0	0	1	1	1	1	0	6.7	5.0
53	0.13	0.39	60	53	6	1	0	0	0	0	0	11.7	0.0
54	0.40	1.27	60	51	4	2	1	0	0	1	1	15.0	3.3
55	0.45	1.31	60	50	4	2	2	0	0	1	1	16.7	3.3
56	0.47	1.26	60	49	5	1	2	2	0	0	1	18.3	5.0
57	0.28	0.98	60	51	6	2	0	0	0	0	1	15.0	1.7
58	1.10	1.74	59	35	8	5	4	4	1	0	2	40.7	11.9
59	0.93	1.42	60	34	11	8	2	4	0	0	1	43.3	8.3
60	0.17	0.66	60	55	3	0	1	1	0	0	0	8.3	1.7
61	3.10	2.43	60	13	6	7	9	9	3	3	10	78.3	41.7
62	3.43	2.08	60	6	6	8	11	13	3	7	6	90.0	48.3
63	1.64	2.09	59	28	7	8	5	4	2	2	3	52.5	18.6
64	0.54	1.14	59	43	9	2	3	0	2	0	0	27.1	3.4
65	1.63	1.97	60	28	7	7	5	9	0	2	2	53.3	21.7

TASK	MEAN	SD	N	NUMBER OF RESPONSES PER CATEGORY 0	1	2	3	4	5	6	7	% PART OF JOB	% SIG PART
66	0.17	0.55	60	54	3	2	1	0	0	0	0	10.0	0.0
67	0.17	0.61	60	55	2	1	2	0	0	0	0	8.3	0.0
68	0.17	0.78	60	57	0	1	1	0	1	0	0	5.0	1.7
69	0.23	0.76	60	54	1	3	1	1	0	0	0	10.0	1.7
70	0.33	0.96	60	51	4	2	1	1	1	0	0	15.0	3.3
71	0.03	0.18	60	58	2	0	0	0	0	0	0	3.3	0.0
72	0.92	1.46	60	37	9	4	5	3	1	1	0	38.3	8.3
73	0.28	0.71	60	49	7	3	0	1	0	0	0	18.3	1.7
74	1.65	1.70	60	20	15	7	8	7	1	1	1	66.7	16.7
75	2.78	2.04	60	10	11	5	11	12	5	2	4	83.3	38.3
76	1.37	1.92	60	27	17	3	5	4	0	0	4	55.0	13.3
77	2.02	2.19	60	20	13	8	4	6	2	3	4	66.7	25.0
78	3.14	2.25	59	12	5	6	6	16	5	2	7	79.7	50.8
79	0.90	1.54	59	39	5	6	4	3	1	0	1	33.9	8.5
80	0.60	1.54	60	48	5	1	1	3	0	0	2	20.0	8.3
81	0.58	1.35	60	47	3	5	1	3	0	0	1	21.7	6.7
82	1.73	2.10	60	25	10	8	5	7	0	0	5	58.3	20.0
83	2.37	2.15	59	18	7	7	7	11	4	1	4	69.5	33.9
84	2.55	2.24	60	13	13	6	10	7	2	3	6	78.3	30.0
85	0.20	0.87	60	57	0	0	0	3	0	0	0	5.0	5.0
86	3.65	2.26	60	9	4	6	4	17	6	5	9	85.0	61.7
87	0.15	0.68	60	55	4	0	0	0	1	0	0	8.3	1.7
88	0.58	1.30	59	43	9	3	1	1	1	0	1	27.1	5.1
89	1.15	1.76	59	33	10	6	1	6	1	0	2	44.1	15.3
90	1.60	2.01	60	26	11	8	4	6	1	0	4	56.7	18.3
91	0.27	0.91	60	55	0	1	2	2	0	0	0	8.3	3.3
92	4.30	2.29	60	6	3	5	5	13	5	8	15	90.0	68.3
93	0.75	1.48	59	42	6	4	2	3	1	0	1	28.8	8.5
94	0.29	1.06	59	53	1	3	1	0	0	0	1	10.2	1.7
95	1.13	1.96	60	39	7	1	4	4	2	0	3	35.0	15.0
96	3.47	2.03	60	5	6	8	12	13	6	2	8	91.7	48.3
97	1.27	1.67	60	32	10	6	4	4	1	0	3	46.7	13.3
98	1.22	2.09	60	36	10	3	3	2	1	0	5	40.0	13.3
99	1.12	1.70	60	30	16	4	6	1	0	0	3	50.0	6.7
100	2.67	2.14	60	14	8	6	9	14	1	4	4	76.7	38.3

TASK	MEAN	SD	N	NUMBER OF RESPONSES PER CATEGORY 0	1	2	3	4	5	6	7	% PART OF JOB	% SIG PART
101	0.43	0.90	60	45	8	5	0	2	0	0	0	25.0	3.3
102	0.13	0.46	60	54	5	0	1	0	0	0	0	10.0	0.0
103	0.02	0.13	60	59	1	0	0	0	0	0	0	1.7	0.0
104	2.15	2.00	60	17	10	7	14	6	1	1	4	71.7	20.0
105	1.25	1.78	60	30	11	8	5	3	0	0	3	50.0	10.0
106	0.03	0.26	60	59	0	1	0	0	0	0	0	1.7	0.0
107	1.37	1.61	60	24	15	9	4	6	0	1	1	60.0	13.3
108	0.87	1.36	60	35	13	4	4	1	3	0	0	41.7	6.7
109	0.53	1.22	60	45	7	4	2	1	0	0	1	25.0	3.3
110	0.53	1.16	60	44	9	3	1	2	0	1	0	26.7	5.0
111	0.20	0.83	60	56	1	0	2	0	1	0	0	6.7	1.7
112	0.65	1.44	60	45	6	3	1	3	1	0	1	25.0	8.3
113	2.32	2.57	60	24	8	5	3	7	3	1	9	60.0	33.3
114	0.75	1.62	60	42	9	4	0	2	0	1	2	30.0	8.3
115	1.67	2.39	60	33	5	8	0	5	1	2	6	45.0	23.3
116	1.40	2.24	60	37	5	4	3	4	1	1	5	38.3	18.3
117	0.38	1.06	60	50	5	1	2	1	0	1	0	16.7	3.3
118	1.57	1.94	60	25	14	4	8	4	1	1	3	58.3	15.0
119	1.42	1.88	60	30	10	3	8	5	1	1	2	50.0	15.0
120	2.22	1.86	60	12	13	11	11	8	0	2	3	80.0	21.7
121	3.75	2.26	60	6	6	7	7	13	5	5	11	90.0	56.7
122	0.32	1.07	60	52	4	1	2	0	0	0	1	13.3	1.7
123	1.37	1.73	60	30	8	6	7	7	0	1	1	50.0	15.0
124	0.30	1.27	60	54	4	0	0	0	0	0	2	10.0	3.3
125	2.20	2.14	60	16	15	5	8	8	1	3	4	73.3	26.7
126	2.68	1.98	60	11	6	11	14	10	2	1	5	81.7	30.0
127	1.03	2.12	60	43	7	0	1	3	1	0	5	28.3	15.0
128	4.75	2.26	60	1	6	8	2	11	2	7	23	98.3	71.7
129	1.77	2.19	60	26	12	2	7	6	2	0	5	56.7	21.7
130	0.42	1.32	60	52	3	1	1	0	2	0	1	13.3	5.0
131	1.07	1.85	60	40	5	3	3	6	0	1	2	33.3	15.0
132	1.23	2.06	60	38	7	1	3	7	0	0	4	36.7	18.3
133	1.73	2.40	60	34	4	3	3	8	1	1	6	43.3	26.7
134	0.43	1.04	60	47	7	3	0	2	1	0	0	21.7	5.0
135	3.17	2.25	60	9	8	9	7	11	4	5	7	85.0	45.0

TASK	MEAN	SD	N	NUMBER OF RESPONSES PER CATEGORY 0	1	2	3	4	5	6	7	% PART OF JOB	% SIG PART
136	0.27	1.03	60	54	2	2	1	0	0	0	1	10.0	1.7
137	0.24	1.00	59	53	4	0	1	0	0	0	1	10.2	1.7
138	3.80	2.59	59	8	6	10	5	5	3	6	16	86.4	50.8
139	1.38	2.23	60	37	5	3	7	1	0	2	5	38.3	13.3
140	1.08	2.15	60	41	9	1	0	2	0	3	4	31.7	15.0
141	1.90	2.25	60	26	9	5	4	7	3	2	4	56.7	26.7
142	2.53	2.46	60	17	12	6	4	7	4	2	8	71.7	35.0
143	0.32	0.74	60	48	8	1	3	0	0	0	0	20.0	0.0
144	0.57	1.32	60	44	10	2	0	2	1	0	1	26.7	6.7
145	0.10	0.54	60	58	0	0	2	0	0	0	0	3.3	0.0
146	0.78	1.34	60	38	11	4	2	4	0	1	0	36.7	8.3
147	3.05	2.51	60	13	10	5	5	10	5	1	11	78.3	45.0
148	0.50	1.15	60	43	12	2	1	1	0	0	1	28.3	3.3
149	2.43	1.87	60	9	15	10	8	8	7	1	2	85.0	30.0
150	0.03	0.18	60	58	2	0	0	0	0	0	0	3.3	0.0
151	0.25	1.01	60	54	3	1	1	0	0	0	1	10.0	1.7
152	0.55	1.07	60	40	14	3	1	1	0	1	0	33.3	3.3
153	2.83	2.09	59	9	9	11	8	11	4	1	6	84.7	37.3
154	3.25	2.20	60	10	6	4	11	14	6	1	8	83.3	48.3
155	1.25	1.64	60	32	7	7	6	5	2	1	0	46.7	13.3
156	0.55	1.33	60	46	7	3	0	2	1	0	1	23.3	6.7
157	2.13	2.13	60	22	3	14	4	10	0	4	3	63.3	28.3
158	0.35	0.77	60	47	8	2	3	0	0	0	0	21.7	0.0
159	1.37	1.78	60	31	7	8	2	10	0	1	1	48.3	20.0
160	1.55	2.28	60	33	8	4	2	6	0	2	5	45.0	21.7
161	1.73	1.98	60	20	18	6	3	8	0	2	3	66.7	21.7
162	1.02	2.00	60	43	4	3	1	5	0	0	4	28.3	15.0
163	1.70	1.86	60	26	7	6	8	9	2	1	1	56.7	21.7
164	1.35	1.73	60	30	5	13	5	4	1	0	2	50.0	11.7
165	0.50	1.32	60	49	4	2	2	1	1	0	1	18.3	5.0
166	1.07	1.72	60	37	8	3	4	5	1	1	1	38.3	13.3
167	0.78	1.69	60	44	7	2	0	3	1	2	1	26.7	11.7
168	0.19	0.83	59	54	3	1	0	0	0	1	0	8.5	1.7
169	0.42	1.07	60	48	7	1	2	0	2	0	0	20.0	3.3
170	0.25	0.99	60	55	2	0	1	1	0	1	0	8.3	3.3

TASK	MEAN	SD	N	0	1	2	3	4	5	6	7	% PART OF JOB	% SIG PART
				NUMBER OF RESPONSES PER CATEGORY									
171	0.83	1.34	60	39	7	4	6	3	1	0	0	35.0	6.7
172	0.78	1.28	60	34	17	2	5	1	0	0	1	43.3	3.3
173	0.95	1.50	60	35	12	3	4	5	0	0	1	41.7	10.0
174	0.30	0.92	60	52	4	1	0	3	0	0	0	13.3	5.0
175	1.52	1.59	60	19	18	10	4	6	2	0	1	68.3	15.0
176	0.72	1.32	60	41	9	3	1	5	1	0	0	31.7	10.0
177	0.30	0.67	60	46	12	1	0	1	0	0	0	23.3	1.7
178	0.03	0.18	60	58	2	0	0	0	0	0	0	3.3	0.0
179	4.08	1.99	60	1	5	11	6	13	6	8	10	98.3	61.7
180	4.67	1.99	60	1	6	2	4	18	3	11	15	98.3	78.3
181	1.98	2.19	60	24	7	6	11	4	1	3	4	60.0	20.0
182	1.18	1.95	60	36	9	3	4	3	1	1	3	40.0	13.3
183	0.07	0.25	60	56	4	0	0	0	0	0	0	6.7	0.0
184	1.31	2.16	59	38	5	3	1	5	2	2	3	35.6	20.3
185	2.21	2.28	58	19	10	6	9	5	0	4	5	67.2	24.1
186	1.77	1.86	60	17	18	10	4	5	2	2	2	71.7	18.3
187	2.46	1.96	59	7	17	13	6	5	5	3	3	88.1	27.1
188	0.17	0.61	59	53	4	1	0	1	0	0	0	10.2	1.7
189	4.31	2.51	59	8	3	4	5	12	2	5	20	86.4	66.1
190	3.31	2.32	59	8	9	9	4	11	3	8	7	86.4	49.2
191	2.10	2.23	58	22	9	4	5	10	1	4	3	62.1	31.0
192	4.88	2.31	59	4	3	4	4	10	4	5	25	93.2	74.6
193	3.75	2.60	59	9	7	6	7	6	2	7	15	84.7	50.8
194	0.34	1.24	59	54	1	0	0	3	0	0	1	8.5	6.8
195	0.21	0.94	58	54	2	0	0	1	0	1	0	6.9	3.4
196	0.86	1.78	59	44	3	3	2	4	0	1	2	25.4	11.9
197	0.36	1.04	59	50	5	0	1	2	1	0	0	15.3	5.1
198	0.85	1.56	59	38	11	[illegible]	2	4	0	1	1	35.6	10.2
199	0.10	0.35	59	54	4	1	0	0	0	0	0	6.5	0.0
200	0.24	1.27	59	57	0	0	0	0	0	0	2	3.4	3.4
201	0.20	0.99	59	55	2	0	1	0	0	0	1	6.8	1.7
202	0.24	1.18	59	56	1	0	0	0	0	1	1	5.1	3.4
203	0.69	1.53	59	44	7	0	3	3	0	1	1	25.4	8.5
204	0.39	1.38	59	53	1	1	2	0	0	0	2	10.2	3.4
205	0.39	[illegible]	59	55	0	1	0	0	0	0	3	6.8	5.1

TASK	MEAN	SD	N	NUMBER OF RESPONSES PER CATEGORY								% PART OF JOB	% SIG PART
				0	1	2	3	4	5	6	7		
206	0.33	1.29	58	53	2	0	0	1	0	1	1	8.6	5.2
207	0.42	1.26	59	49	6	0	1	1	1	0	1	16.9	5.1
208	1.41	1.78	59	28	6	13	6	2	1	1	2	52.5	10.2
209	0.34	1.13	59	51	4	1	1	1	0	0	1	13.6	3.4
210	0.07	0.25	59	55	4	0	0	0	0	0	0	6.8	0.0
211	0.02	0.13	59	58	1	0	0	0	0	0	0	1.7	0.0
212	0.03	0.18	59	57	2	0	0	0	0	0	0	3.4	0.0
213	0.52	1.64	60	54	0	0	2	0	1	1	2	10.0	6.7
214	0.25	1.26	60	57	1	0	0	0	0	0	2	5.0	3.3
215	0.20	0.96	60	56	1	2	0	0	0	0	1	6.7	1.7
216	0.35	1.36	60	55	1	1	0	1	0	0	2	8.3	5.0
217	0.03	0.18	60	58	2	0	0	0	0	0	0	3.3	0.0
218	0.30	1.31	60	56	1	0	1	0	0	0	2	6.7	3.3
219	0.57	1.48	60	48	4	4	0	2	0	0	2	20.0	6.7
220	0.02	0.13	60	59	1	0	0	0	0	0	0	1.7	0.0
221	0.27	1.14	60	56	1	0	0	2	0	0	1	6.7	5.0
222	0.02	0.13	60	59	1	0	0	0	0	0	0	1.7	0.0
223	0.02	0.13	60	59	1	0	0	0	0	0	0	1.7	0.0
224	0.33	1.27	60	54	3	0	0	1	0	1	1	10.0	5.0
225	0.20	0.93	60	57	0	1	0	0	2	0	0	5.0	3.3
226	0.13	0.43	60	54	4	2	0	0	0	0	0	10.0	0.0
227	0.02	0.13	60	59	1	0	0	0	0	0	0	1.7	0.0
228	0.35	1.06	60	53	2	0	1	4	0	0	0	11.7	6.7
229	1.36	1.76	59	30	9	5	4	8	2	0	1	49.2	18.6
230	0.64	1.46	59	46	4	2	1	5	0	0	1	22.0	10.2
231	2.87	2.10	60	10	9	6	13	12	2	2	6	83.3	36.7
232	0.36	1.18	59	51	4	1	0	2	0	0	1	13.6	5.1
233	2.12	2.51	59	28	4	5	4	7	2	2	7	52.5	30.5
234	0.36	1.34	59	53	2	1	1	0	0	0	2	10.2	3.4
235	0.52	1.49	60	51	2	2	1	2	0	0	2	15.0	6.7
236	0.30	1.12	60	54	2	1	1	1	0	0	1	10.0	3.3
237	2.20	2.53	60	25	8	5	4	6	2	2	8	58.3	30.0
238	0.23	1.26	60	58	0	0	0	0	0	0	2	3.3	3.3
239	0.87	1.75	60	45	1	5	3	2	2	0	2	25.0	10.0
240	0.32	1.16	60	54	2	1	0	2	0	0	1	10.0	5.0

TASK	MEAN	SD	N	NUMBER OF RESPONSES PER CATEGORY								% PART OF JOB	% SIG PART
				0	1	2	3	4	5	6	7		
241	0.05	0.38	60	59	0	0	1	0	0	0	0	1.7	0.0
242	0.35	1.46	60	56	1	0	0	0	0	1	2	6.7	5.0
243	0.34	1.47	59	56	0	0	0	0	0	1	2	5.1	5.1
244	0.39	1.45	59	54	1	0	1	0	1	0	2	8.5	5.1
245	0.14	0.91	59	57	1	0	0	0	0	0	1	3.4	1.7
246	0.14	0.91	59	57	1	0	0	0	0	0	1	3.4	1.7
247	0.20	0.82	59	55	1	0	1	2	0	0	0	6.8	3.4
248	0.17	0.94	59	56	1	1	0	0	0	0	1	5.1	1.7
249	0.51	1.57	59	52	1	1	0	2	1	0	2	11.9	8.5
250	0.75	1.47	59	43	4	4	3	4	0	0	1	27.1	8.5
251	0.93	2.13	59	48	0	2	1	2	1	0	5	18.6	13.6
252	0.61	1.55	59	47	5	1	1	3	0	0	2	20.3	8.5
253	0.24	1.13	59	56	0	1	0	0	1	0	1	5.1	3.4
254	1.49	2.09	59	35	2	4	5	8	2	0	3	40.7	22.0
255	0.63	1.31	59	42	9	2	3	2	0	0	1	28.8	5.1
256	0.37	1.33	59	53	2	0	1	1	0	1	1	10.2	5.1
257	0.49	1.24	59	47	5	2	3	1	0	0	1	20.3	3.4
258	0.10	0.54	59	56	2	0	0	1	0	0	0	5.1	1.7
259	0.25	1.10	59	55	1	0	1	1	0	0	1	6.6	3.4
260	0.36	0.97	59	50	4	0	3	2	0	0	0	15.3	3.4
261	0.24	0.89	59	55	0	0	2	2	0	0	0	6.8	3.4
262	0.73	1.95	59	50	2	0	0	2	1	0	4	15.3	11.9
263	0.33	1.37	58	54	1	0	0	1	0	0	2	6.9	5.2
264	1.10	1.88	59	40	2	5	4	4	1	1	2	32.2	13.6
265	0.29	1.29	59	55	1	1	0	0	0	0	2	6.8	3.4
266	0.05	0.22	59	56	3	0	0	0	0	0	0	5.1	0.0
267	0.42	1.24	59	50	4	1	0	2	1	1	0	15.3	6.8
268	0.14	0.79	59	56	2	0	0	0	0	1	0	5.1	1.7
269	0.36	1.26	59	54	0	1	0	3	0	0	1	8.5	6.8
270	0.25	0.98	59	55	0	1	0	2	1	0	0	6.8	5.1
271	0.27	1.14	60	56	1	0	0	2	0	0	1	6.7	5.0
272	0.32	1.23	60	56	0	0	0	3	0	0	1	6.7	6.7
273	0.15	0.92	59	56	2	0	0	0	0	0	1	5.1	1.7
274	1.49	2.20	59	37	0	4	7	5	1	1	4	37.3	18.6
275	1.07	2.10	59	43	3	3	1	3	0	3	3	27.1	15.3

TASK	MEAN	SD	N	0	1	2	3	4	5	6	7	% PART OF JOB	% SIG PART
				NUMBER OF RESPONSES PER CATEGORY									
276	0.53	1.38	59	50	1	1	3	3	0	0	1	15.3	6.8
277	0.15	0.92	59	56	2	0	0	0	0	0	1	5.1	1.7
278	0.14	0.91	59	57	1	0	0	0	0	0	1	3.4	1.7
279	1.81	2.09	59	26	5	9	6	7	1	2	3	55.9	22.0
280	0.14	0.65	59	56	1	0	1	1	0	0	0	5.1	1.7
281	0.02	0.13	59	58	1	0	0	0	0	0	0	1.7	0.0
282	0.73	1.39	59	44	3	3	2	7	0	0	0	25.4	11.9
283	0.17	0.82	60	57	1	0	0	1	1	0	0	5.0	3.3
284	0.87	1.54	60	40	7	4	3	4	1	0	1	33.3	10.0
285	0.34	1.30	59	54	1	1	0	1	0	1	1	8.5	5.1
286	0.12	0.78	59	57	1	0	0	0	0	1	0	3.4	1.7
287	0.14	0.81	59	57	0	1	0	0	0	1	0	3.4	1.7
288	0.45	1.38	58	51	1	0	4	0	0	1	1	12.1	3.4
289	0.75	1.50	59	43	3	7	2	2	0	1	1	27.1	6.8
290	1.20	2.38	59	45	1	1	2	2	0	2	6	23.7	16.9
291	0.05	0.39	59	58	0	0	1	0	0	0	0	1.7	0.0
292	0.07	0.52	59	58	0	0	0	1	0	0	0	1.7	1.7
293	0.19	1.03	59	57	0	0	0	1	0	0	1	3.4	3.4
294	0.33	1.16	60	54	1	1	2	1	0	0	1	10.0	3.3
295	0.73	1.46	60	43	7	1	4	4	0	0	1	28.3	8.3
296	2.75	2.21	59	15	6	6	7	14	4	2	5	74.6	42.4
297	0.44	1.29	59	50	4	0	1	3	0	0	1	15.3	6.8
298	0.73	1.85	59	49	2	1	0	2	1	2	2	16.9	11.9
299	0.02	0.13	59	58	1	0	0	0	0	0	0	1.7	0.0
300	0.02	0.13	59	58	1	0	0	0	0	0	0	1.7	0.0
301	0.22	1.04	59	55	2	0	0	1	0	0	1	6.8	3.4
302	0.47	1.45	59	53	1	1	0	2	0	0	2	10.2	6.8
303	0.88	1.53	59	39	6	5	5	1	1	2	0	33.9	6.8
304	0.17	0.92	59	57	0	0	0	1	0	1	0	3.4	3.4
305	0.0	0.0	59	59	0	0	0	0	0	0	0	0.0	0.0
306	0.25	1.27	59	56	1	0	0	0	0	0	2	5.1	3.4
307	0.27	1.14	60	56	1	0	0	2	0	0	1	6.7	5.0
308	0.24	1.18	59	56	1	0	0	0	0	1	1	5.1	3.4
309	0.12	0.90	59	58	0	0	0	0	0	0	1	1.7	1.7
310	0.14	0.91	59	57	1	0	0	0	0	0	1	3.4	1.7

TASK	MEAN	SD	N	NUMBER OF RESPONSES PER CATEGORY 0	1	2	3	4	5	6	7	% PART OF JOB	% SIG PART
311	0.65	1.61	60	49	2	2	1	4	0	0	2	18.3	10.0
312	0.27	1.26	60	56	2	0	0	0	0	0	2	6.7	3.3
313	0.37	0.86	60	48	6	3	2	1	0	0	0	20.0	1.7
314	0.90	1.42	58	36	8	5	4	4	0	1	0	37.9	8.6
315	1.15	1.55	59	30	9	10	6	2	0	1	1	49.2	6.8
316	0.56	0.98	59	40	11	3	4	1	0	0	0	32.2	1.7
317	0.12	0.42	59	54	3	2	0	0	0	0	0	8.5	0.0
318	0.90	1.39	59	35	10	6	3	4	0	1	0	40.7	8.5
319	0.54	0.93	59	40	10	6	2	1	0	0	0	32.2	1.7
320	2.88	2.31	59	15	6	6	5	12	6	4	5	74.6	45.8
321	0.72	1.34	58	40	7	4	3	3	0	1	0	31.0	6.9
322	1.98	2.12	59	26	3	6	6	13	1	1	3	55.9	30.5
323	1.56	2.09	59	31	6	7	1	7	3	2	2	47.5	23.7
324	1.08	1.68	59	36	6	4	8	2	1	1	1	39.0	8.5
325	1.68	1.81	60	17	20	8	6	4	2	0	3	71.7	15.0
326	0.87	1.20	60	33	13	6	6	1	1	0	0	45.0	3.3
327	6.02	1.45	60	0	0	1	4	9	2	7	37	100.0	91.7
328	0.50	1.24	60	45	10	2	0	1	1	0	1	25.0	5.0
329	1.93	1.57	60	10	21	9	8	9	2	0	1	83.3	20.0
330	3.23	2.15	60	6	7	12	12	8	4	2	9	90.0	38.3
331	2.92	2.37	59	14	6	8	5	13	4	0	9	76.3	44.1
332	0.20	0.65	60	53	4	2	0	1	0	0	0	11.7	1.7
333	3.92	2.13	60	3	4	9	12	14	2	1	15	95.0	53.3
334	1.46	2.03	59	29	11	6	3	3	3	1	3	50.8	16.9
335	1.83	2.29	59	27	8	5	6	6	0	1	6	54.2	22.0
336	2.65	2.04	60	8	13	11	11	6	5	0	6	86.7	28.3
337	3.15	2.72	59	19	2	6	4	9	2	5	12	67.8	47.5
338	5.23	1.87	60	2	0	2	6	15	3	7	25	96.7	83.3
339	5.72	1.71	60	0	2	1	3	13	2	5	34	100.0	90.0
340	4.72	1.80	60	0	1	7	9	13	7	7	16	100.0	71.7
341	2.33	2.20	60	16	14	3	8	11	1	2	5	73.3	31.7
342	3.75	2.62	60	10	8	3	6	9	2	7	15	83.3	55.0
343	4.28	2.07	60	2	5	6	6	17	4	6	14	96.7	68.3
344	5.19	1.79	58	1	2	0	5	16	6	6	22	98.3	86.2
345	5.02	1.76	58	0	2	2	7	17	3	8	19	100.0	81.0

TASK	MEAN	SD	N	NUMBER OF RESPONSES PER CATEGORY 0	1	2	3	4	5	6	7	% PART OF JOB	% SIG PART
346	4.70	1.77	60	0	2	4	10	15	9	3	17	100.0	73.3
347	4.38	2.00	60	3	3	4	7	17	6	7	13	95.0	71.7
348	5.93	1.53	60	0	1	0	4	10	3	6	36	100.0	91.7
349	3.88	2.21	60	6	6	1	12	15	2	7	11	90.0	58.3
350	0.85	1.62	60	39	11	2	3	2	1	0	2	35.0	8.3
351	2.38	1.89	60	12	11	7	15	10	1	0	4	80.0	25.0
352	3.87	1.78	60	2	2	9	13	17	5	4	8	96.7	56.7
353	4.78	1.91	60	0	2	6	9	14	4	5	20	100.0	71.7
354	2.63	2.33	60	15	8	9	10	5	4	1	8	75.0	30.0
355	0.87	1.66	60	42	5	4	3	4	0	0	2	30.0	10.0
356	4.58	1.88	60	0	3	6	7	19	5	2	18	100.0	73.3
357	0.53	1.49	60	50	3	2	1	2	0	0	2	16.7	6.7
358	1.08	1.71	60	34	10	6	5	2	0	1	2	43.3	8.3
359	4.10	2.47	60	8	5	2	7	13	4	3	18	86.7	63.3
360	4.08	2.15	60	3	4	8	10	13	4	3	15	95.0	58.3
361	4.83	1.92	60	0	1	8	9	11	5	5	21	100.0	70.0
362	4.73	1.53	60	0	3	6	7	15	6	3	20	100.0	73.3
363	3.78	2.23	60	5	6	6	10	15	3	1	14	91.7	55.0
364	0.13	0.69	60	57	1	1	0	0	1	0	0	5.0	1.7
365	1.83	2.85	60	38	5	1	0	2	1	1	12	36.7	26.7
366	2.58	2.10	60	13	9	8	9	14	1	0	6	78.3	35.0
367	4.83	1.83	60	1	2	3	6	17	8	5	18	98.3	80.0
368	0.32	0.79	60	49	6	3	1	1	0	0	0	18.3	1.7
369	0.23	0.97	60	54	3	2	0	0	0	0	1	10.0	1.7
370	0.35	1.06	60	50	6	1	2	0	0	0	1	16.7	1.7
371	0.05	0.28	60	58	1	1	0	0	0	0	0	3.3	0.0
372	0.07	0.25	60	56	4	0	0	0	0	0	0	6.7	0.0
373	0.18	0.62	60	53	5	1	0	1	0	0	0	11.7	1.7
374	0.08	0.53	60	58	1	0	0	1	0	0	0	3.3	1.7
375	2.07	1.67	60	9	17	16	7	6	2	1	2	85.0	18.3
376	2.72	1.76	60	5	12	15	6	13	5	2	2	91.7	36.7
377	0.58	1.31	60	46	6	1	4	1	1	1	0	23.3	5.0
378	0.55	1.20	60	46	6	2	2	3	1	0	0	23.3	6.7
379	0.22	0.78	60	54	3	1	0	2	0	0	0	10.0	3.3
380	2.25	2.09	60	16	13	5	8	12	1	0	5	73.3	30.0

TASK	MEAN	SD	N	NUMBER OF RESPONSES PER CATEGORY 0	1	2	3	4	5	6	7	% PART OF JOB	% SIG PART
381	0.80	1.63	59	42	6	4	2	2	1	0	2	28.8	8.5
382	0.98	1.68	60	38	8	4	4	2	2	1	1	36.7	10.0
383	0.48	1.31	60	50	3	2	1	3	0	0	1	16.7	6.7
384	6.63	0.84	60	0	0	0	0	4	2	6	48	100.0	100.0
385	0.07	0.31	58	55	2	1	0	0	0	0	0	5.2	0.0
386	2.18	2.04	60	19	10	3	9	14	1	1	3	68.3	31.7
387	0.28	0.90	60	52	4	2	0	1	1	0	0	13.3	3.3
388	0.87	1.55	60	41	6	3	3	6	0	0	1	31.7	11.7
389	4.83	2.06	60	3	2	3	5	15	5	7	20	95.0	78.3
390	3.61	2.28	59	6	6	8	10	11	3	3	12	89.8	49.2
391	2.97	2.41	59	14	7	5	8	11	3	2	9	76.3	42.4
392	5.13	1.90	60	1	2	3	5	14	4	8	23	98.3	81.7
393	3.17	1.86	60	3	9	10	17	9	3	4	5	95.0	35.0
394	3.03	2.18	60	7	9	14	7	9	4	2	8	88.3	38.3
395	4.13	1.98	60	3	3	4	14	14	4	7	11	95.0	60.0
396	1.67	2.40	60	34	5	4	4	4	1	2	6	43.3	21.7
397	0.48	1.27	60	48	5	4	0	1	1	0	1	20.0	5.0
398	0.73	1.35	59	40	8	5	2	2	1	1	0	32.2	6.8
399	2.98	2.22	60	13	5	8	8	9	8	5	4	78.3	43.3
400	1.53	2.16	60	32	10	1	3	7	2	2	3	46.7	23.3
401	5.57	1.65	60	1	0	1	3	16	3	8	28	98.3	91.7
402	5.32	1.83	60	1	1	2	5	15	4	5	27	98.3	85.0
403	1.65	2.03	60	26	10	7	7	4	2	0	4	56.7	16.7
404	2.95	1.69	60	5	5	15	14	13	3	2	3	91.7	35.0
405	0.75	1.37	60	37	15	2	2	2	1	0	1	38.3	6.7
406	2.27	2.06	60	18	8	7	11	7	3	4	2	70.0	26.7
407	5.12	1.86	60	1	2	0	9	15	4	5	24	98.3	80.0
408	1.95	1.81	60	15	12	15	9	4	1	1	3	75.0	15.0
409	2.98	1.94	60	5	12	10	8	13	4	5	3	91.7	41.7
410	0.58	1.43	59	47	4	2	3	1	0	1	1	20.3	5.1
411	2.92	1.92	60	7	6	15	11	11	2	4	4	88.3	35.0
412	0.64	1.30	59	41	9	4	2	2	0	0	1	30.5	5.1
413	0.46	1.23	59	47	6	3	1	0	1	0	1	20.3	3.4
414	0.44	1.12	59	48	4	3	2	1	0	1	0	18.6	3.4
415	0.27	0.92	59	53	1	3	0	1	1	0	0	10.2	3.4

TASK	MEAN	SD	N	NUMBER OF RESPONSES PER CATEGORY 0	1	2	3	4	5	6	7	% PART OF JOB	% SIG PART
416	0.27	0.86	59	52	3	1	1	2	0	0	0	11.9	3.4
417	3.69	1.82	59	6	3	2	9	23	8	4	4	89.8	66.1
418	4.85	1.82	59	2	0	4	5	18	5	9	16	96.6	81.4
419	0.31	0.94	59	51	4	1	1	1	1	0	0	13.6	3.4
420	3.34	1.77	59	6	1	8	18	16	3	2	5	89.8	44.1
421	0.19	0.77	59	55	1	1	0	2	0	0	0	6.8	3.4
422	0.24	0.86	58	51	5	0	0	1	1	0	0	12.1	3.4
423	2.88	1.97	59	9	5	10	17	8	3	2	5	84.7	30.5
424	3.00	1.89	59	6	9	7	15	11	5	2	4	89.8	37.3
425	0.56	1.33	59	47	3	3	3	2	0	0	1	20.3	5.1
426	0.76	1.31	59	40	6	5	4	3	1	0	0	32.2	6.8
427	0.66	1.35	59	41	10	3	1	1	2	1	0	30.5	6.8
428	0.78	1.76	59	44	6	3	0	1	2	1	2	25.4	10.2
429	0.80	1.31	59	35	14	4	1	4	0	1	0	40.7	8.5
430	3.88	2.50	59	9	3	7	7	10	4	2	17	84.7	55.9
431	0.81	1.69	59	44	3	4	2	3	1	0	2	25.4	10.2
432	1.49	1.92	59	27	12	4	6	6	0	2	2	54.2	16.9
433	4.44	2.16	59	5	1	2	11	15	4	3	18	91.5	67.8
434	1.43	2.04	58	31	8	5	4	4	2	1	3	46.6	17.2
435	1.58	2.16	59	33	5	2	6	7	1	2	3	44.1	22.0
436	0.43	1.07	58	48	3	2	2	3	0	0	0	17.2	5.2
437	4.15	1.77	59	2	0	7	13	18	4	5	10	96.6	62.7
438	5.05	1.78	59	1	0	3	8	15	4	8	20	98.3	79.7
439	3.71	2.66	59	12	6	3	3	13	2	4	16	79.7	59.3
440	2.53	2.11	59	14	10	5	10	12	0	5	3	76.3	33.9
441	0.51	1.27	59	48	2	4	3	1	0	0	1	18.6	3.4
442	3.26	1.97	58	7	3	12	9	13	5	5	4	87.9	46.6
443	1.33	1.76	58	28	9	9	6	3	0	1	2	51.7	10.3
444	1.05	1.98	58	40	5	4	0	3	3	0	3	31.0	15.5
445	4.66	2.06	59	4	1	2	7	17	5	5	18	93.2	76.3
446	0.25	0.75	59	51	4	2	1	1	0	0	0	13.6	1.7
447	2.88	1.83	59	3	11	17	8	10	2	5	3	94.9	33.9
448	1.57	1.58	58	19	12	15	5	3	2	2	0	67.2	12.1
449	3.73	1.97	59	5	4	8	5	17	8	7	5	91.5	62.7
450	0.64	1.42	59	47	2	2	2	5	0	1	0	20.3	10.2

TASK	MEAN	SD	N	NUMBER OF RESPONSES PER CATEGORY								% PART OF JOB	% SIG PART
				0	1	2	3	4	5	6	7		
451	0.42	1.15	59	51	1	2	0	5	0	0	0	13.6	8.5
452	2.49	2.11	59	14	5	17	6	7	2	4	4	76.3	28.8
453	0.73	1.23	59	37	11	6	2	2	0	1	0	37.3	5.1
454	0.02	0.13	59	58	1	0	0	0	0	0	0	1.7	0.0
455	0.36	1.36	59	54	1	0	2	0	0	0	2	8.5	3.4
456	0.85	1.41	59	37	9	6	2	3	1	1	0	37.3	8.5
457	0.43	1.13	58	45	8	3	0	1	0	0	1	22.4	3.4
458	2.63	2.07	59	12	6	14	7	12	1	2	5	79.7	33.9
459	1.95	2.09	59	23	6	8	10	6	1	1	4	61.0	20.3
460	3.08	2.07	59	9	6	6	13	15	1	3	6	84.7	42.4
461	0.71	1.33	59	41	7	4	3	3	0	1	0	30.5	6.8
462	2.73	1.89	59	6	10	16	7	13	1	1	5	89.8	33.9
463	0.61	1.25	59	40	12	3	1	2	0	0	1	32.2	5.1
464	1.56	1.60	59	20	15	8	6	9	0	0	1	66.1	16.9
465	0.75	1.49	59	43	4	5	2	3	1	0	1	27.1	8.5
466	3.38	2.07	58	7	4	7	13	14	2	4	7	87.9	46.6
467	1.88	2.17	59	26	5	8	6	8	0	2	4	55.9	23.7
468	0.81	1.60	59	42	5	4	3	2	1	1	1	28.8	8.5
469	1.92	1.99	59	23	7	8	4	12	2	1	2	61.0	28.8
470	4.23	2.16	60	3	5	3	13	13	1	7	15	95.0	60.0
471	0.73	1.54	59	43	7	1	3	3	0	1	1	27.1	8.5
472	0.24	1.06	59	55	1	1	0	1	0	0	1	6.8	3.4
473	0.20	0.82	59	55	1	0	1	2	0	0	0	6.8	3.4
474	0.25	1.07	59	54	2	1	0	1	0	0	1	8.5	3.4
475	1.59	1.94	59	25	10	10	4	4	3	0	3	57.6	16.9
476	2.03	1.90	60	20	7	8	10	11	1	1	2	66.7	25.0
477	2.13	2.29	60	26	4	4	6	13	1	1	5	56.7	33.3
478	0.22	0.52	59	49	7	3	0	0	0	0	0	16.9	0.0
479	2.40	2.24	60	19	8	6	5	12	3	3	4	68.3	36.7
480	1.66	2.08	59	25	11	7	7	3	0	2	4	57.6	15.3
481	2.88	2.07	60	8	8	14	9	10	2	3	6	86.7	35.0
482	0.71	1.34	59	39	10	4	4	0	1	0	1	33.9	3.4
483	3.12	2.46	60	11	12	4	4	13	3	3	10	81.7	48.3
484	2.72	2.07	60	11	9	9	8	15	1	2	5	81.7	38.3
485	2.52	2.18	60	11	14	12	3	10	2	2	6	81.7	33.3

TASK	MEAN	SD	N	NUMBER OF RESPONSES PER CATEGORY 0	1	2	3	4	5	6	7	% PART OF JOB	% SIG PART
486	0.47	0.81	60	41	12	6	0	1	0	0	0	31.7	1.7
487	0.67	0.99	60	34	18	5	0	3	0	0	0	43.3	5.0
488	0.33	1.11	60	51	6	0	1	1	0	0	1	15.0	3.3
489	2.93	1.73	60	4	9	13	10	18	1	1	4	93.3	40.0
490	0.57	1.28	60	45	7	3	2	2	0	0	1	25.0	5.0
491	0.55	1.18	60	41	14	1	2	1	0	0	1	31.7	3.3
492	1.52	1.87	60	22	19	6	3	5	2	0	3	63.3	16.7
			TOTALS:	17339	2818	1896	1772	2398	600	633	1838		

Table C-4

Frequency of Task Performance (Q3 and Q4)[a]

Question 3: Frequency of Performance (Workers)

How often have you been performing each of the activities done by you (as checked in Question 1)?

Categories and Values of the Response Scale:

1 = Have done, but don't normally do (0+).
2 = Less than once a year (Y-).
3 = Once a year (1Y).
4 = Once a month (1M).
5 = Once a week (1W).
6 = Once a day (1D).
7 = Several times each work day (D+).

on the average, over the last several months

Question 4: Frequency of Performance (Supervisors)

From your experience as a supervisor of one or more General Secretaries, judge about how often a typical General Secretary in your operation should perform each of the activities you checked (in Question 2).

Categories and Values of the Response Scale: Identical to those of Question 3.

Each of the 27 columns of Table C-4 is identified below.

Column 46:	Average (median) of worker ratings, considering only those who checked (Question 1) that the task was performed.
Column 47:	Quartile deviation showing degree of response variability.
Column 48:	Number of workers rating the task (Question 3).
Columns 49 50 and 51:	Average, quartile deviation, and number of supervisors rating the task (Question 4), considering only those who checked (Question 2) that the task should be performed.

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[a] Questions 3 and 4 were answered only for those tasks checked on Q1 and Q2.

Table C-4 - Continued

Column 52:	Difference between worker and supervisor average ratings (Column 46 minus Column 49).
Columns 53 through 60:	Number of workers using each level of the frequency scale. Column 53 (None) is the complement of the number of workers checking the task on Question 1, as recorded in Column 1 on Table C-1.
Column 61:	Percent of workers who do the task (Question 1), but report it performed less frequently than once a year (combining scale categories Y- and 0+).
Column 62:	Percent of workers who do the task (Question 1) and report it performed once a week or more often (combining scale categories 1W, 1D, and D+).
Columns 63 through 72:	Same as Columns 53 through 62, but for supervisors' ratings. Column 63 (None) is the complement of that portion of Column 8 (Table C-1) represented by the 40 supervisors in Group 2.

TASK INVENTORY DATA SUMMARY
SECRETARIES - COMPOSITE

TABLE 4: FREQUENCY OF TASK
(Q3 & Q4) PERFORMANCE

TASK	ACTUAL WORKER FREQUENCY			SUPERVISOR FREQUENCY DESIRE			D:W-S	DISTRIBUTION OF WORKER FREQUENCY OF TASK PERFORMANCE								PERF <1Y	PERF >=1W	DISTRIBUTION OF SUPERVISOR DESIRES FOR TASK FREQUENCY								DES <1Y	DES >=1W
	MDN	Q	N	MDN	Q	N	MDN	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%
1	4.5	0.5	2	4.5	0.6	6	0.0	58	0	0	0	1	1	0	0	0.0	50.0	34	1	0	0	2	3	0	0	16.7	50.0
2	3.9	0.7	13	2.3	1.6	9	1.7	47	1	1	2	6	3	0	0	15.4	23.1	31	3	2	0	2	2	0	0	55.6	22.2
3	3.7	1.6	16	3.5	0.9	16	0.2	44	5	0	2	5	2	1	1	31.3	25.0	24	2	1	5	4	1	0	3	18.8	25.0
4	2.4	0.6	15	2.4	0.6	13	-0.0	45	2	6	6	1	0	0	0	53.3	0.0	27	0	7	4	2	0	0	0	53.8	0.0
5	3.4	0.6	20	3.5	0.7	20	-0.1	39	1	0	10	8	0	0	1	5.0	5.0	20	4	0	6	9	0	1	0	20.0	5.0
6	5.4	0.9	32	6.2	1.1	25	-0.8	26	0	0	1	7	9	8	7	0.0	75.0	15	0	0	0	5	4	5	11	0.0	80.0
7	4.1	0.6	36	4.3	0.6	24	-0.1	24	2	0	6	16	10	2	0	5.6	33.3	15	2	0	1	12	7	1	1	8.3	37.5
8	4.8	1.1	5	3.9	0.3	5	0.9	54	0	0	2	0	2	0	1	0.0	60.0	34	1	0	0	4	0	0	0	20.0	0.0
9	3.0	1.3	8	4.0	1.3	18	-1.0	52	3	0	2	3	0	0	0	37.5	0.0	22	3	2	0	8	2	0	3	27.8	27.8
10	6.3	0.4	3	6.7	0.8	8	-0.4	57	0	0	0	0	0	2	1	0.0	99.9	31	0	0	0	1	1	1	5	0.0	87.5
11	4.9	1.1	21	6.5	1.1	22	-1.6	39	2	0	2	4	6	4	3	9.5	61.9	17	2	0	0	2	4	3	11	9.1	81.8
12	3.0	0.5	9	3.8	0.7	10	-0.8	51	1	1	5	2	0	0	0	22.2	0.0	30	1	0	3	4	1	0	1	10.0	20.0
13	2.0	0.3	1	3.8	0.6	6	-1.8	59	0	1	0	0	0	0	0	99.9	0.0	34	1	0	1	4	0	0	0	16.7	0.0
14	3.3	1.3	7	3.9	0.3	6	-0.6	53	1	1	2	1	1	1	0	28.6	28.6	34	0	0	1	5	0	0	0	0.0	0.0
15	4.1	0.5	24	4.3	0.6	24	-0.2	36	1	1	2	13	6	0	1	8.3	29.2	16	0	2	1	11	8	1	1	8.3	41.7
16	3.9	0.6	31	4.0	1.0	28	-0.1	29	2	2	5	15	3	2	2	12.9	22.6	12	3	2	3	11	3	2	4	17.9	32.1
17	3.9	0.6	25	3.8	0.8	22	0.1	35	1	3	3	13	1	3	1	16.0	20.0	16	2	0	7	7	3	0	3	9.1	27.3
18	3.2	0.7	13	3.0	1.0	16	0.2	47	2	1	5	5	0	0	0	23.1	0.0	24	1	6	2	5	1	1	0	43.8	12.5
19	3.3	0.5	11	3.3	0.4	3	0.0	49	0	0	7	3	1	0	0	0.0	9.1	37	0	0	2	1	0	0	0	0.0	0.0
20	2.7	0.7	12	2.8	0.8	18	-0.1	48	2	3	5	2	0	0	0	41.7	0.0	21	4	2	10	2	0	0	0	33.3	0.0
21	3.3	0.6	5	3.6	0.6	9	-0.4	55	1	0	2	2	0	0	0	20.0	0.0	31	1	0	3	4	0	0	1	11.1	11.1
22	3.0	0.5	9	3.1	0.5	14	-0.1	51	2	0	5	2	0	0	0	22.2	0.0	26	1	1	8	2	1	0	1	14.3	14.3
23	3.0	1.8	3	2.1	0.4	12	0.9	57	0	1	1	0	0	1	0	33.3	33.3	28	2	7	2	1	0	0	0	75.0	0.0
24	0.0	0.0	0	1.8	0.6	5	-1.8	60	0	0	0	0	0	0	0	0.0	0.0	35	2	2	1	0	0	0	0	80.0	0.0
25	3.6	1.1	17	3.5	0.8	14	0.1	43	3	3	2	7	2	0	0	35.3	11.8	26	1	2	4	5	1	0	1	21.4	14.3
26	4.1	1.1	18	3.3	1.4	13	0.8	42	4	0	2	5	5	2	0	22.2	38.9	27	3	2	2	3	3	0	0	38.5	23.1
27	4.1	0.5	38	4.2	0.7	29	-0.2	22	4	0	4	19	9	1	1	10.5	28.9	10	1	1	3	13	7	2	2	6.9	37.9
28	4.0	1.3	3	5.0	1.8	3	-1.0	57	0	0	1	1	0	1	0	0.0	33.3	37	0	0	1	0	1	0	1	0.0	66.7
29	3.1	0.5	15	3.0	1.3	11	0.1	45	1	2	8	2	0	0	2	20.0	13.3	29	3	1	3	3	0	0	1	36.4	9.1
30	3.7	0.6	12	3.4	0.7	11	0.3	48	1	0	4	6	1	0	0	8.3	8.3	29	1	1	4	4	1	0	0	18.2	9.1

TASK	ACTUAL WORKER FREQUENCY			SUPERVISOR FREQUENCY DESIRE			D:W-S	DISTRIBUTION OF WORKER FREQUENCY OF TASK PERFORMANCE								PERF <1Y	PERF >=1W	DISTRIBUTION OF SUPERVISOR DESIRES FOR TASK FREQUENCY								DES <1Y	DES >=1W
	MDN	Q	N	MDN	Q	N	MDN	NONE	O+	Y-	1Y	1M	1W	1D	D+	%	%	NONE	O+	Y-	1Y	1M	1W	1D	D+	%	%
31	3.0	1.6	10	4.5	1.5	6	-1.5	50	4	0	2	2	1	0	1	40.0	20.0	34	0	1	0	2	0	1	2	16.7	50.0
32	6.0	1.8	7	4.0	2.6	5	2.0	52	1	0	1	1	0	1	3	14.3	57.1	35	2	0	0	1	0	1	1	40.0	40.0
33	3.0	0.3	9	3.5	0.7	12	-0.5	51	1	0	7	0	1	0	0	11.1	11.1	28	2	0	4	5	1	0	0	16.7	8.3
34	4.3	0.6	37	4.3	0.8	24	-0.0	22	0	1	0	23	8	4	1	2.7	35.1	15	3	1	1	9	6	3	1	16.7	41.7
35	3.5	0.8	6	4.2	0.7	8	-0.7	54	1	0	2	2	1	0	0	16.7	16.7	32	1	0	1	3	3	0	0	12.5	37.5
36	6.0	0.7	29	6.1	0.8	14	-0.1	31	0	0	1	2	6	12	8	0.0	89.7	25	0	0	0	2	2	5	5	0.0	85.7
37	4.1	0.9	26	3.4	1.2	20	0.7	34	1	1	5	10	4	5	0	7.7	34.6	19	3	1	7	1	5	1	2	20.0	40.0
38	6.4	0.5	47	6.6	0.5	32	-0.2	12	1	0	0	0	1	25	20	2.1	97.9	6	0	0	0	1	1	13	17	0.0	96.9
39	4.1	0.5	22	4.3	0.5	12	-0.2	37	3	0	1	12	5	1	0	13.6	27.3	27	0	0	0	8	3	0	1	0.0	33.3
40	3.5	0.5	8	4.3	0.7	10	-0.8	52	0	0	4	4	0	0	0	0.0	0.0	30	0	1	1	4	3	1	0	10.0	40.0
41	3.6	0.3	4	4.0	0.7	7	-0.2	56	0	0	1	3	0	0	0	0.0	0.0	33	0	0	2	3	1	0	1	0.0	28.6
42	2.6	1.0	13	4.3	2.6	7	-1.7	47	4	2	5	1	0	0	1	46.2	7.7	33	2	0	0	2	1	0	2	28.6	42.9
43	4.5	1.0	10	6.7	1.2	13	-2.2	50	1	0	1	3	2	2	1	10.0	50.0	27	0	0	0	3	2	0	8	0.0	76.9
44	3.1	0.3	23	3.1	0.5	20	-0.1	37	1	0	18	4	0	0	0	4.3	0.0	20	2	1	11	4	2	0	0	15.0	10.0
45	1.3	1.0	5	2.8	0.4	7	-1.5	55	3	0	2	0	0	0	0	60.0	0.0	33	1	1	5	0	0	0	0	28.6	0.0
46	1.5	2.0	2	4.0	1.5	4	-2.5	58	1	0	0	0	1	0	0	50.0	50.0	36	1	0	0	2	0	0	1	25.0	25.0
47	3.7	1.0	7	3.3	0.6	7	0.3	53	1	1	1	3	1	0	0	28.6	14.3	33	1	0	3	3	0	0	0	14.3	0.0
48	5.7	1.1	39	6.5	1.0	27	-0.8	21	1	0	0	9	8	8	13	2.6	74.4	13	1	1	0	2	5	4	14	7.4	85.2
49	3.1	0.3	10	3.1	0.4	16	-0.1	50	0	0	9	1	0	0	0	0.0	0.0	24	1	0	11	3	1	0	0	6.3	6.3
50	3.4	0.5	12	3.6	0.6	13	-0.2	48	0	0	7	4	1	0	0	0.0	8.3	27	0	0	6	5	0	0	2	0.0	15.4
51	3.5	0.5	2	4.0	0.4	6	-0.5	58	0	0	1	1	0	0	0	0.0	0.0	33	0	0	1	4	0	0	1	0.0	16.7
52	6.8	1.1	6	4.0	2.4	7	2.8	54	0	0	0	1	1	0	4	0.0	83.3	33	2	0	1	1	0	2	1	28.6	42.9
53	3.0	0.3	1	3.8	0.7	6	-0.8	59	0	0	1	0	0	0	0	0.0	0.0	34	0	1	1	3	1	0	0	16.7	16.7
54	2.5	1.0	8	2.2	0.3	4	0.3	52	3	1	3	0	1	0	0	50.0	12.5	36	0	3	1	0	0	0	0	75.0	0.0
55	5.0	1.8	3	5.0	0.8	6	0.0	57	0	0	1	0	1	0	1	0.0	66.7	34	0	0	0	2	2	2	0	0.0	66.7
56	3.8	1.1	9	4.0	0.4	5	-0.3	51	2	0	2	2	3	0	0	22.2	33.3	35	0	1	0	3	1	0	0	20.0	20.0
57	0.0	0.0	0	4.0	1.7	7	-4.0	59	0	0	0	0	0	0	0	0.0	0.0	33	0	2	1	1	1	1	1	28.6	42.9
58	3.3	0.6	7	2.8	0.9	16	0.5	53	0	1	3	3	0	0	0	14.3	0.0	24	1	6	3	5	0	0	1	43.8	6.3
59	5.3	0.8	14	6.2	0.7	13	-0.9	46	1	0	0	2	5	4	2	7.1	78.6	27	0	0	1	2	0	5	5	0.0	76.9
60	2.3	0.4	3	1.3	1.2	5	0.9	57	0	2	1	0	0	0	0	66.7	0.0	35	3	0	1	1	0	0	0	60.0	0.0
61	3.9	0.4	31	4.1	0.5	26	-0.2	29	1	1	6	19	4	0	0	6.5	12.9	14	0	2	2	15	5	2	0	7.7	26.9
62	5.4	1.2	41	6.1	0.9	29	-0.6	17	3	1	3	5	9	8	12	9.8	70.7	11	0	1	0	2	7	8	11	3.4	89.7
63	4.3	1.0	18	4.3	0.8	16	-0.0	42	2	0	3	5	4	1	3	11.1	44.4	24	1	1	1	6	4	1	2	12.5	43.8
64	6.8	1.3	4	3.0	2.6	5	3.8	56	0	0	0	1	0	0	3	0.0	75.0	35	1	1	1	0	0	0	2	40.0	40.0
65	2.9	0.3	8	3.0	0.3	15	-0.1	51	0	1	7	0	0	0	0	12.5	0.0	25	0	0	14	1	0	0	0	0.0	0.0

TASK	ACTUAL WORKER FREQUENCY MDN	Q	N	SUPERVISOR FREQUENCY DESIRE MDN	Q	N	D:W-S MDN	DISTRIBUTION OF WORKER FREQUENCY OF TASK PERFORMANCE NONE	0+	Y-	1Y	1M	1W	1D	D+	PERF <1Y %	PERF >=1W %	DISTRIBUTION OF SUPERVISOR DESIRES FOR TASK FREQUENCY NONE	0+	Y-	1Y	1M	1W	1D	D+	DES <1Y %	DES >=1W %
66	0.0	0.0	0	3.8	0.9	3	-3.8	60	0	0	0	0	0	0	0	0.0	0.0	37	0	1	0	2	0	0	0	33.3	0.0
67	5.0	0.3	1	4.3	0.5	5	0.7	59	0	0	0	0	1	0	0	0.0	99.9	35	0	0	0	3	2	0	0	0.0	40.0
68	0.0	0.0	0	3.0	1.8	3	-3.0	60	0	0	0	0	0	0	0	0.0	0.0	37	1	0	1	0	1	0	0	33.3	33.3
69	1.0	0.3	1	3.4	0.9	7	-2.4	59	1	0	0	0	0	0	0	99.9	0.0	33	0	0	4	1	1	0	1	0.0	28.6
70	0.0	0.0	0	1.5	1.0	2	-1.5	60	0	0	0	0	0	0	0	0.0	0.0	38	1	0	1	0	0	0	0	50.0	0.0
71	3.0	0.3	1	1.5	1.0	2	1.5	59	0	0	1	0	0	0	0	0.0	0.0	38	1	0	1	0	0	0	0	50.0	0.0
72	3.2	1.4	20	4.2	1.1	18	-1.0	40	5	1	6	4	2	0	2	30.0	20.0	22	0	1	6	3	4	2	2	5.6	44.4
73	0.0	0.0	0	1.3	0.4	3	-1.3	59	0	0	0	0	0	0	0	0.0	0.0	37	2	1	0	0	0	0	0	99.9	0.0
74	4.0	0.3	15	3.9	0.9	21	0.1	45	0	0	2	11	1	1	0	0.0	13.3	19	1	1	6	7	3	0	3	9.5	28.6
75	4.8	0.8	27	4.9	1.2	25	-0.1	31	1	0	2	8	9	3	4	3.7	59.3	14	2	0	0	9	4	4	6	8.0	56.0
76	3.8	0.6	24	4.1	0.7	23	-0.3	35	2	0	6	12	2	1	1	8.3	16.7	17	3	0	3	9	6	1	1	13.0	34.8
77	5.5	1.2	28	5.8	1.0	26	-0.3	32	1	1	1	5	6	6	8	7.1	71.4	14	0	0	1	4	6	6	9	0.0	80.8
78	6.6	0.8	34	6.6	1.2	29	-0.0	25	1	0	0	3	5	6	19	2.9	88.2	11	2	0	1	4	1	4	17	6.9	75.9
79	5.5	1.3	8	4.8	1.3	5	0.8	52	0	1	1	1	1	3	1	12.5	62.5	35	0	1	1	0	2	0	1	20.0	60.0
80	3.5	0.8	4	2.5	1.0	6	1.0	56	0	0	2	1	1	0	0	0.0	25.0	34	2	1	2	0	0	0	1	50.0	16.7
81	3.0	1.4	5	3.5	1.3	12	-0.5	55	2	0	1	2	0	0	0	40.0	0.0	28	1	4	1	3	2	0	1	41.7	25.0
82	3.8	2.6	14	4.0	1.5	18	-0.2	46	4	1	1	3	0	1	4	35.7	35.7	22	2	4	2	2	6	0	2	33.3	44.4
83	5.1	0.9	23	4.8	1.1	10	0.3	36	0	1	1	5	7	5	4	4.3	69.6	30	1	1	0	2	3	1	2	20.0	60.0
84	3.9	0.5	32	3.8	0.8	25	0.1	26	1	1	7	17	5	0	1	[illegible]	[illegible]	15	3	3	3	13	3	0	0	24.0	12.0
85	6.2	0.3	4	5.0	2.9	5	1.2	56	0	0	0	0	0	3	1	0.0	99.9	35	2	0	0	0	1	0	2	40.0	60.0
86	4.3	0.6	40	4.6	0.5	34	-0.3	20	1	0	2	21	13	2	1	2.5	40.0	6	1	0	0	15	16	1	1	2.9	52.9
87	3.5	2.0	2	3.7	0.7	5	-0.2	58	0	0	1	0	0	0	1	0.0	50.0	35	0	1	1	3	0	0	0	20.0	0.0
88	3.0	1.4	11	2.0	1.2	9	1.0	49	3	2	1	3	0	2	0	45.5	18.2	31	4	1	2	0	1	0	1	55.6	22.2
89	4.7	0.7	9	4.9	0.6	9	-0.2	51	0	0	0	4	3	2	0	0.0	55.6	31	0	0	0	3	4	1	1	0.0	66.7
90	4.1	0.6	22	4.2	0.7	14	-0.1	38	2	1	2	10	7	0	0	13.6	31.8	26	2	1	0	6	3	1	1	21.4	35.7
91	2.8	2.6	7	2.5	0.5	4	0.3	53	2	1	2	0	0	0	2	42.9	28.6	35	0	2	2	0	0	0	0	50.0	0.0
92	5.1	0.7	32	6.1	1.2	24	-1.0	27	0	0	0	5	17	4	6	0.0	84.4	16	1	1	1	3	3	5	10	8.3	75.0
93	3.8	1.4	3	5.5	1.3	4	-1.8	57	1	0	0	2	0	0	0	33.3	0.0	36	0	0	1	0	1	2	0	0.0	75.0
94	3.5	1.0	4	1.5	2.0	2	2.0	56	0	0	2	0	2	0	0	0.0	50.0	38	1	0	0	0	1	0	0	50.0	50.0
95	3.5	1.0	8	4.0	2.1	9	-0.5	52	1	1	2	2	1	1	0	25.0	25.0	31	2	1	0	3	0	2	1	33.3	33.3
96	4.3	0.6	37	4.7	0.5	32	-0.4	22	1	0	3	18	11	3	1	2.7	40.5	8	1	0	0	12	17	2	0	3.1	59.4
97	3.8	0.9	13	3.9	0.6	10	-0.1	47	1	2	2	5	3	0	0	23.1	23.1	30	1	0	2	5	2	0	0	10.0	20.0
98	4.3	0.9	14	4.5	1.2	10	-0.2	46	0	0	3	5	3	1	2	0.0	42.9	30	1	1	1	2	3	1	1	20.0	50.0
99	3.6	0.8	13	3.8	1.7	10	-0.3	47	3	0	3	6	0	0	1	23.1	7.7	30	3	1	0	3	2	1	0	40.0	30.0
100	6.0	1.0	27	5.3	1.1	20	0.8	33	2	0	1	2	6	5	11	7.4	81.5	20	2	0	1	4	4	5	4	10.0	65.0

TASK	ACTUAL WORKER FREQUENCY			SUPERVISOR FREQUENCY DESIRE			D:W-S	DISTRIBUTION OF WORKER FREQUENCY OF TASK PERFORMANCE								PERF <1Y	PERF >=1W	DISTRIBUTION OF SUPERVISOR DESIRES FOR TASK FREQUFNCY								DES <1Y	DES >=1W
	MDN	Q	N	MDN	Q	N	MDN	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%
101	4.5	0.6	6	5.0	1.6	10	-0.5	54	1	0	0	2	3	0	0	16.7	50.0	30	2	0	1	1	2	2	2	20.0	60.0
102	3.5	0.5	2	4.3	0.8	5	-0.8	58	0	0	1	1	0	0	0	0.0	0.0	35	0	1	0	2	1	0	1	20.0	40.0
103	0.0	0.0	0	3.0	2.3	3	-3.0	60	0	0	0	0	0	0	0	0.0	0.0	37	1	0	1	0	0	1	0	33.3	33.3
104	4.2	0.5	17	3.9	0.3	24	0.2	43	1	0	0	11	3	2	0	5.9	29.4	16	1	0	3	18	2	0	0	4.2	8.3
105	2.4	0.6	11	2.3	0.8	11	0.0	49	2	4	5	0	0	0	0	54.5	0.0	29	3	3	5	0	0	0	0	54.5	0.0
106	3.0	0.3	1	1.0	0.3	1	2.0	59	0	0	1	0	0	0	0	0.0	0.0	39	1	0	0	0	0	0	0	99.9	0.0
107	3.2	0.5	21	3.4	0.6	18	-0.1	39	1	0	13	7	0	0	0	4.8	0.0	22	1	1	8	8	0	0	0	11.1	0.0
108	4.0	0.4	10	4.0	1.9	8	0.0	50	0	0	2	6	2	0	0	0.0	20.0	32	3	0	0	2	2	0	1	37.5	37.5
109	6.1	0.5	7	6.1	0.5	15	0.1	52	1	0	0	0	0	4	2	14.3	85.7	25	1	0	0	1	1	8	4	6.7	86.7
110	4.0	2.5	8	6.3	0.5	11	-2.3	51	2	0	1	2	0	1	2	25.0	37.5	29	1	0	0	0	0	6	4	9.1	90.9
111	5.0	2.8	3	4.5	1.3	8	0.5	56	1	0	0	0	1	0	1	33.3	66.7	32	0	0	1	3	1	1	2	0.0	50.0
112	5.6	1.1	7	5.5	1.0	10	0.1	52	1	0	0	2	0	4	0	14.3	57.1	28	0	0	1	1	3	2	3	0.0	80.0
113	5.4	0.8	15	6.1	0.6	19	-0.7	43	1	0	0	2	5	4	3	6.7	80.0	21	0	0	0	0	4	9	6	0.0	99.9
114	0.0	0.0	0	4.6	0.6	9	-4.6	59	0	0	0	0	0	0	0	0.0	0.0	31	1	0	0	3	4	1	0	11.1	55.6
115	5.2	0.9	12	4.5	0.6	8	0.7	47	0	0	1	3	3	4	1	0.0	66.7	32	0	0	0	4	3	0	1	0.0	50.0
116	5.0	0.7	7	4.8	0.7	14	0.2	50	0	1	0	1	3	2	0	14.3	71.4	26	1	1	0	3	6	1	2	14.3	64.3
117	7.0	0.3	1	6.7	0.5	5	0.3	58	0	0	0	0	0	0	1	0.0	99.9	35	0	0	0	0	0	2	3	0.0	99.9
118	3.7	1.3	23	3.9	0.9	15	-0.2	35	5	2	3	7	6	0	0	30.4	26.1	25	3	0	2	6	3	0	1	20.0	26.7
119	3.5	1.1	18	3.5	1.5	14	0.0	40	3	2	4	5	4	0	0	27.8	22.2	26	4	0	3	4	3	0	0	28.6	21.4
120	4.0	1.1	29	4.2	0.7	20	-0.2	27	6	0	2	13	1	7	0	20.7	27.6	17	1	1	2	9	4	1	2	10.0	35.0
121	5.8	1.0	28	6.3	0.9	25	-0.5	30	1	1	0	3	7	7	9	7.1	82.1	15	0	0	0	2	6	6	11	0.0	92.0
122	1.3	2.4	3	1.5	1.3	4	-0.3	56	2	0	0	0	0	1	0	66.7	33.3	36	2	0	1	1	0	0	0	50.0	0.0
123	2.9	1.1	18	3.6	0.6	17	-0.6	41	5	1	7	3	2	0	0	33.3	11.1	23	0	1	7	8	1	0	0	5.9	5.9
124	4.0	0.3	2	4.3	0.4	3	-0.3	57	0	0	0	2	0	0	0	0.0	0.0	37	0	0	0	2	1	0	0	0.0	33.3
125	4.3	0.7	23	4.9	0.6	20	-0.6	36	1	0	3	9	8	1	1	4.3	43.5	19	1	0	1	4	9	3	2	5.0	70.0
126	5.2	1.2	29	5.6	1.0	23	-0.4	30	4	0	2	2	9	5	7	13.8	72.4	17	1	0	0	3	7	4	8	4.3	82.6
127	5.7	1.3	11	4.6	0.8	9	1.0	48	0	0	0	5	0	3	3	0.0	54.5	31	2	0	0	2	4	1	0	22.2	55.6
128	6.1	0.7	44	6.6	0.5	34	-0.4	16	0	0	0	5	6	17	16	0.0	88.6	6	0	0	0	0	1	15	18	0.0	99.9
129	3.6	0.6	11	3.6	0.7	9	0.0	49	0	1	4	5	0	0	1	9.1	9.1	31	1	1	2	5	0	0	0	22.2	0.0
130	4.5	2.3	4	3.0	1.3	3	1.5	56	1	0	0	1	0	2	0	25.0	50.0	37	1	0	1	1	0	0	0	33.3	0.0
131	2.8	0.4	3	3.2	1.3	8	-0.4	57	0	1	2	0	0	0	0	33.3	0.0	32	2	0	3	2	0	1	0	25.0	12.5
132	6.3	0.5	8	5.9	0.5	7	0.4	52	0	0	0	0	1	4	3	0.0	99.9	33	1	0	0	0	1	4	1	14.3	85.7
133	4.5	1.0	14	3.3	1.0	7	1.2	46	0	0	2	5	2	4	1	0.0	50.0	33	1	0	3	1	1	1	0	14.3	28.6
134	2.8	0.4	3	1.0	0.3	1	1.8	57	0	1	2	0	0	0	0	33.3	0.0	39	1	0	0	0	0	0	0	99.9	0.0
135	6.0	1.1	33	6.4	0.8	23	-0.4	26	2	0	1	4	7	5	14	6.1	78.8	17	2	0	0	0	4	6	11	8.7	91.3

TASK	ACTUAL WORKER FREQUENCY			SUPERVISOR FREQUENCY DESIRE			D&W-S	DISTRIBUTION OF WORKER FREQUENCY OF TASK PERFORMANCE								PERF <1Y	PERF >=1W	DISTRIBUTION OF SUPERVISOR DESIRES FOR TASK FREQUENCY								DES <1Y	DES >=1W
	MDN	Q	N	MDN	Q	N	MDN	NONE	O+	Y-	1Y	1M	1W	1D	D+	%	%	NONE	O+	Y-	1Y	1M	1W	1D	D+	%	%
136	0.0	0.0	0	1.3	1.4	3	-1.3	60	0	0	0	0	0	0	0	0.0	0.0	37	2	0	0	1	0	0	0	66.7	0.0
137	3.8	1.4	3	1.5	2.0	2	2.3	57	1	0	0	2	0	0	0	33.3	0.0	38	1	0	0	0	1	0	0	50.0	50.0
138	3.9	0.5	37	4.0	0.7	26	-0.2	23	2	1	8	20	5	1	0	8.1	16.2	14	3	0	4	11	7	1	0	11.5	30.8
139	1.4	1.1	7	2.9	0.3	6	-1.5	53	4	0	2	1	0	0	0	57.1	0.0	34	1	0	5	0	0	0	0	16.7	0.0
140	1.5	1.0	4	2.3	0.9	7	-0.8	56	2	0	2	0	0	0	0	50.0	0.0	33	2	2	2	1	0	0	0	57.1	0.0
141	6.1	0.4	12	6.2	0.3	8	-0.0	48	0	0	0	1	0	8	3	0.0	91.7	32	0	0	0	0	0	6	2	0.0	99.9
142	4.3	0.6	17	3.9	1.2	14	0.4	42	0	0	3	7	6	0	1	0.0	41.2	26	2	2	1	5	4	0	0	28.6	28.6
143	1.0	0.3	2	1.0	0.3	4	0.0	58	2	0	0	0	0	0	0	99.9	0.0	35	4	0	0	0	0	0	0	99.9	0.0
144	2.9	1.1	9	3.1	0.3	10	-0.3	51	3	0	4	2	0	0	0	33.3	0.0	30	0	0	8	1	1	0	0	0.0	10.0
145	0.0	0.0	0	1.0	0.3	2	-1.0	60	0	0	0	0	0	0	0	0.0	0.0	38	2	0	0	0	0	0	0	99.9	0.0
146	5.5	0.8	4	1.5	2.3	4	4.0	56	0	0	0	1	1	2	0	0.0	75.0	36	2	0	0	0	1	1	0	50.0	50.0
147	6.6	0.5	34	6.8	0.5	18	-0.1	25	0	0	1	2	0	12	19	0.0	91.2	22	1	0	0	1	0	4	17	5.6	88.9
148	3.5	1.8	10	1.5	3.8	4	2.0	50	4	0	1	2	3	0	0	40.0	30.0	36	2	1	0	1	0	0	0	75.0	0.0
149	5.4	1.0	37	4.6	0.9	19	0.8	21	3	0	0	7	9	9	9	8.1	73.0	21	3	0	0	6	5	2	3	15.8	52.6
150	6.0	0.3	1	1.0	0.3	1	5.0	58	0	0	0	0	0	1	0	0.0	99.9	39	1	0	0	0	0	0	0	99.9	0.0
151	2.8	0.9	3	1.5	1.5	2	1.3	57	1	0	2	0	0	0	0	33.3	0.0	38	1	0	0	1	0	0	0	50.0	0.0
152	2.8	0.6	11	2.4	0.6	11	0.4	49	1	3	6	0	1	0	0	36.4	9.1	29	2	4	5	0	0	0	0	54.5	0.0
153	3.1	0.6	34	3.4	0.7	23	-0.3	24	3	5	15	9	2	0	0	23.5	5.9	17	0	2	11	6	1	2	1	8.7	17.4
154	6.1	1.0	23	6.3	0.8	21	-0.1	36	1	0	0	2	[illegible]	4	10	4.3	87.0	19	1	0	0	1	4	6	9	4.8	90.5
155	4.0	0.8	7	4.7	1.0	11	-0.7	53	0	1	1	3	1	1	0	14.3	28.6	29	1	0	1	3	3	1	2	9.1	54.5
156	4.5	2.0	4	3.9	1.4	11	0.6	56	1	0	0	1	1	0	1	25.0	50.0	29	1	1	2	4	0	2	1	18.2	27.3
157	5.8	1.1	17	2.9	1.7	15	2.9	43	1	0	0	4	2	6	4	5.9	70.6	25	4	2	4	1	1	2	1	40.0	26.7
158	0.0	0.0	0	4.5	2.5	4	-4.5	60	0	0	0	0	0	0	0	0.0	0.0	36	1	0	0	1	0	1	1	25.0	50.0
159	5.3	0.6	14	4.3	1.7	7	1.1	45	0	0	0	2	6	5	1	0.0	85.7	33	1	1	0	2	1	2	0	26.6	42.9
160	4.0	1.0	8	4.3	0.9	9	-0.3	52	1	0	2	2	2	1	0	12.5	37.5	31	0	0	2	3	2	1	1	0.0	44.4
161	4.5	0.8	18	4.6	1.4	11	-0.3	42	1	0	2	6	5	3	1	5.6	50.0	29	2	0	1	2	2	2	2	18.2	54.5
162	5.5	0.8	4	4.5	2.5	4	1.0	56	0	0	0	1	1	2	0	0.0	75.0	36	1	0	0	1	0	1	1	25.0	50.0
163	4.4	0.6	24	4.1	0.4	15	0.3	36	0	0	0	13	7	4	0	0.0	45.8	25	1	0	1	9	4	0	0	6.7	26.7
164	3.9	0.4	16	4.8	0.9	12	-0.9	43	2	0	2	9	3	0	0	12.5	18.8	28	0	0	0	5	3	3	1	0.0	58.3
165	5.8	1.1	5	5.0	1.6	5	0.6	55	0	0	0	2	0	2	1	0.0	60.0	34	1	0	0	1	1	0	2	20.0	60.0
166	3.2	0.7	6	3.9	0.4	8	-0.7	53	0	1	3	1	1	0	0	16.7	16.7	32	1	0	1	5	1	0	0	12.5	12.5
167	3.0	0.4	5	3.7	0.7	7	-0.7	54	0	1	3	1	0	0	0	20.0	0.0	33	1	0	2	3	1	0	0	14.3	14.3
168	3.8	0.5	6	4.0	0.3	3	-0.2	54	0	0	2	3	1	0	0	0.0	16.7	37	0	0	0	3	0	0	0	0.0	0.0
169	3.0	0.3	1	3.5	1.5	6	-0.5	59	0	0	1	0	0	0	0	0.0	0.0	34	2	0	1	2	0	1	0	33.3	16.7
170	1.1	0.3	5	6.7	1.7	5	-5.5	55	4	0	0	0	0	0	1	80.0	20.0	35	1	0	0	1	0	0	3	20.0	60.0

TASK	ACTUAL WORKER FREQUENCY			SUPERVISOR FREQUENCY DESIRE			D:W-S	DISTRIBUTION OF WORKER FREQUENCY OF TASK PERFORMANCE								PERF <1Y	PERF >=1W	DISTRIBUTION OF SUPERVISOR DESIRES FOR TASK FREQUENCY								DES <1Y	DES >=1W
	MDN	Q	N	MDN	Q	N	MDN	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%
171	3.3	1.4	3	3.3	1.2	17	0.0	57	0	0	2	0	0	1	0	0.0	33.3	23	3	1	6	2	2	2	1	23.5	29.4
172	3.1	0.6	14	4.0	1.7	14	-0.9	45	2	1	7	2	2	0	0	21.4	14.3	26	3	1	2	2	3	2	1	28.6	42.9
173	4.0	0.5	4	3.5	1.2	10	0.5	56	0	0	1	2	1	0	0	0.0	25.0	29	2	1	2	3	0	1	1	30.0	20.0
174	4.0	2.3	10	6.0	2.8	7	-2.0	50	3	0	1	2	1	1	2	30.0	40.0	33	2	0	0	1	0	1	3	28.6	57.1
175	2.9	0.8	21	3.1	0.8	19	-0.2	39	5	1	11	2	2	0	0	28.6	9.5	20	3	2	7	4	2	0	1	26.3	15.8
176	3.6	0.6	18	3.7	0.9	11	-0.1	42	2	0	6	8	2	0	0	11.1	11.1	29	2	1	1	7	0	0	0	27.3	0.0
177	3.3	1.9	3	3.5	1.0	6	-0.3	57	0	0	2	0	0	0	1	0.0	33.3	34	1	1	1	3	0	0	0	33.3	0.0
178	2.0	0.3	1	3.5	1.5	4	-1.5	59	0	1	0	0	0	0	0	99.9	0.0	36	1	0	1	1	0	1	0	25.0	25.0
179	5.1	1.3	49	6.2	1.0	33	-1.1	11	5	0	3	6	14	6	13	10.2	67.3	7	1	0	2	4	3	9	14	3.0	78.8
180	6.2	0.9	44	6.6	0.7	36	-0.3	16	2	0	0	2	10	11	19	4.5	90.9	4	2	0	0	4	2	9	19	5.6	83.3
181	4.8	2.1	27	5.5	1.2	22	-0.8	33	6	1	2	4	2	5	7	25.9	51.9	18	1	0	1	4	5	3	8	4.5	72.7
182	5.5	1.2	12	5.6	1.6	16	-0.3	47	2	0	0	1	3	1	5	16.7	75.0	24	3	0	1	2	1	4	5	18.8	62.5
183	7.0	0.3	1	1.5	2.5	2	5.5	59	0	0	0	0	0	0	1	0.0	99.9	38	1	0	0	0	0	1	0	50.0	50.0
184	4.0	0.3	11	4.1	0.5	7	-0.1	49	0	0	1	9	1	0	0	0.0	9.1	33	1	0	0	4	2	0	0	14.3	28.6
185	5.3	1.6	38	5.2	1.4	26	0.1	21	6	1	2	6	5	6	12	18.4	60.5	13	4	0	1	4	6	3	6	15.4	65.4
186	4.0	1.2	30	4.7	1.4	25	-0.7	30	4	2	5	8	5	2	4	20.0	36.7	14	4	2	1	4	8	3	3	24.0	56.0
187	3.9	1.0	33	4.5	1.5	32	-0.6	26	6	0	6	11	6	2	2	18.2	30.3	8	5	3	0	8	8	6	2	25.0	50.0
188	1.5	1.8	4	5.5	2.5	4	-4.0	56	2	0	0	1	0	0	1	50.0	25.0	36	1	0	0	0	1	1	1	25.0	75.0
189	5.8	1.1	36	6.1	1.1	32	-0.4	24	1	0	3	4	9	4	15	2.8	77.8	8	2	0	1	4	4	8	13	6.3	78.1
190	4.2	0.5	40	4.2	0.6	30	-0.0	19	0	1	3	22	13	1	0	2.5	35.0	10	3	0	1	15	9	1	1	10.0	36.7
191	3.8	1.2	14	3.8	0.6	19	0.1	46	3	1	1	6	2	0	1	28.6	21.4	20	3	0	4	10	1	0	1	15.8	10.5
192	6.1	1.1	44	6.6	0.8	33	-0.5	16	1	0	2	6	8	8	19	2.3	79.5	6	2	1	0	1	5	6	18	9.1	87.9
193	4.4	1.0	35	5.3	1.3	29	-0.8	25	5	0	3	10	8	3	6	14.3	48.6	10	3	2	0	4	7	4	9	17.2	69.0
194	4.1	1.3	11	4.5	2.5	4	-0.4	49	2	0	1	4	1	1	2	18.2	36.4	36	1	0	0	1	0	1	1	25.0	50.0
195	5.0	2.8	3	1.5	2.5	2	3.5	57	1	0	0	0	1	0	1	33.3	66.7	38	1	0	0	0	0	1	0	50.0	50.0
196	5.2	1.3	14	6.0	1.1	10	-0.8	46	1	0	1	3	3	2	4	7.1	64.3	30	2	0	0	0	2	2	4	20.0	80.0
197	4.0	1.0	7	4.3	0.6	5	-0.3	53	1	0	2	1	3	0	0	14.3	42.9	35	1	0	0	2	2	0	0	20.0	40.0
198	5.9	0.9	13	4.6	0.6	11	1.3	47	1	0	1	0	3	4	4	7.7	84.6	28	0	0	0	5	4	2	0	0.0	54.5
199	6.7	1.2	5	1.5	2.5	2	5.2	55	1	0	0	0	1	0	3	20.0	80.0	37	1	0	0	0	0	1	0	50.0	50.0
200	4.2	0.3	4	4.0	0.3	2	0.2	56	0	0	0	3	1	0	0	0.0	25.0	38	0	0	0	2	0	0	0	0.0	0.0
201	1.5	1.0	2	4.0	0.3	2	-2.5	58	1	0	1	0	0	0	0	50.0	0.0	38	0	0	0	2	0	0	0	0.0	0.0
202	3.5	0.8	4	1.5	1.3	4	2.0	56	0	0	2	1	1	0	0	0.0	25.0	36	2	0	1	1	0	0	0	50.0	0.0
203	3.5	1.4	6	4.3	0.4	3	-0.8	54	1	1	1	1	2	0	0	33.3	33.3	37	0	0	0	2	1	0	0	0.0	33.3
204	3.5	0.5	4	3.0	0.3	2	0.5	56	0	0	2	2	0	0	0	0.0	0.0	38	0	0	2	0	0	0	0	0.0	0.0
205	4.3	0.5	8	1.0	0.3	1	3.3	52	0	1	0	4	3	0	0	12.5	37.5	39	1	0	0	0	0	0	0	99.9	0.0

TASK	ACTUAL WORKER FREQUENCY			SUPERVISOR FREQUENCY DESIRE			D:W-S	DISTRIBUTION OF WORKER FREQUENCY OF TASK PERFORMANCE								PERF <1Y	PERF >=1W	DISTRIBUTION OF SUPERVISOR DESIRES FOR TASK FREQUENCY								DES <1Y	DES >=1W
	MDN	Q	N	MDN	Q	N	MDN	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%
206	3.5	0.6	8	1.5	1.5	2	2.0	51	1	0	3	4	0	0	0	12.5	0.0	38	1	0	0	1	0	0	0	50.0	0.0
207	4.2	0.3	4	5.0	2.8	3	-0.8	55	0	0	0	3	0	1	0	0.0	25.0	37	1	0	0	0	1	0	1	33.3	66.7
208	4.3	0.6	19	4.1	0.4	11	0.1	41	1	0	1	10	6	1	0	5.3	36.8	28	0	0	1	7	2	1	0	0.0	27.3
209	4.3	0.4	3	1.0	0.3	1	3.3	57	0	0	0	2	1	0	0	0.0	33.3	39	1	0	0	0	0	0	0	99.9	0.0
210	3.5	0.5	2	1.0	0.3	1	2.5	58	0	0	1	1	0	0	0	0.0	0.0	39	1	0	0	0	0	0	0	99.9	0.0
211	3.5	0.5	2	1.0	0.3	1	2.5	58	0	0	1	1	0	0	0	0.0	0.0	39	1	0	0	0	0	0	0	99.9	0.0
212	4.5	1.5	2	1.0	0.3	1	3.5	58	0	0	0	1	0	0	1	0.0	50.0	39	1	0	0	0	0	0	0	99.9	0.0
213	3.9	0.4	14	1.5	2.0	2	2.4	46	1	0	2	9	2	0	0	7.1	14.3	38	1	0	0	0	1	0	0	50.0	50.0
214	4.0	0.3	2	1.0	0.3	1	3.0	58	0	0	0	2	0	0	0	0.0	0.0	39	1	0	0	0	0	0	0	99.9	0.0
215	3.8	1.6	7	1.5	1.8	4	2.3	53	2	1	0	2	2	0	0	42.9	28.6	36	2	0	0	1	1	0	0	50.0	25.0
216	4.5	0.5	2	1.3	1.7	5	3.2	58	0	0	0	1	1	0	0	0.0	50.0	35	3	0	0	1	1	0	0	60.0	20.0
217	7.0	0.3	1	1.0	0.3	1	6.0	59	0	0	0	0	0	0	1	0.0	99.9	39	1	0	0	0	0	0	0	99.9	0.0
218	4.0	2.3	5	5.5	2.3	4	-1.5	54	1	1	0	1	0	1	1	40.0	40.0	36	1	0	0	0	1	2	0	25.0	75.0
219	4.9	2.2	13	5.0	0.9	9	-0.1	47	4	0	0	1	4	3	1	30.8	61.5	31	1	0	0	2	3	2	1	11.1	66.7
220	4.0	1.8	3	1.0	0.3	1	3.0	57	1	0	0	1	1	0	0	33.3	33.3	39	1	0	0	0	0	0	0	99.9	0.0
221	4.8	2.1	7	5.3	0.8	5	-0.5	53	2	0	0	1	2	2	0	28.6	57.1	35	0	0	1	0	2	1	1	0.0	80.0
222	3.0	0.3	2	1.0	0.3	2	2.0	58	0	0	2	0	0	0	0	0.0	0.0	38	2	0	0	0	0	0	0	99.9	0.0
223	7.0	0.3	1	1.0	0.3	1	6.0	59	0	0	0	0	0	0	1	0.0	99.9	39	1	0	0	0	0	0	0	99.9	0.0
224	7.0	0.3	3	4.0	2.8	3	3.0	57	0	0	0	0	0	0	3	0.0	99.9	37	1	0	0	1	0	0	1	33.3	33.3
225	7.0	0.3	1	1.5	1.0	2	5.5	59	0	0	0	0	0	0	1	0.0	99.9	38	1	0	1	0	0	0	0	50.0	0.0
226	1.5	1.0	2	3.0	1.6	5	-1.5	58	1	0	1	0	0	0	0	50.0	0.0	35	2	0	1	1	0	1	0	40.0	20.0
227	4.0	0.3	1	1.0	0.3	1	3.0	59	0	0	0	1	0	0	0	0.0	0.0	39	1	0	0	0	0	0	0	99.9	0.0
228	4.0	1.5	8	4.5	1.0	2	-0.5	52	2	0	0	4	0	0	2	25.0	25.0	38	0	0	0	1	0	1	0	0.0	50.0
229	5.1	1.2	21	4.9	1.1	13	0.3	39	0	0	1	7	4	4	5	0.0	61.9	27	0	0	0	5	4	1	3	0.0	61.5
230	6.0	1.0	9	6.3	0.5	5	-0.3	50	1	0	0	1	1	3	3	11.1	77.8	34	0	0	0	0	0	3	2	0.0	99.9
231	4.1	0.3	23	4.3	0.4	23	-0.2	37	1	0	0	18	4	0	0	4.3	17.4	17	0	0	0	15	8	0	0	0.0	34.8
232	4.3	0.4	3	3.8	1.4	3	0.5	56	0	0	0	2	1	0	0	0.0	33.3	37	1	0	0	2	0	0	0	33.3	0.0
233	5.7	1.1	21	5.9	0.9	13	-0.2	39	1	0	0	6	2	8	4	4.8	66.7	27	0	0	0	2	3	4	4	0.0	84.6
234	5.0	0.5	4	4.0	0.3	1	1.0	56	0	0	0	1	2	0	1	0.0	75.0	39	0	0	0	1	0	0	0	0.0	0.0
235	5.5	0.7	8	4.0	0.3	1	1.5	52	1	0	0	0	3	3	1	12.5	87.5	39	0	0	0	1	0	0	0	0.0	0.0
236	5.5	0.5	5	4.8	0.4	3	0.6	55	0	0	0	0	3	2	0	0.0	99.9	37	0	0	0	1	2	0	0	0.0	66.7
237	5.8	0.6	21	5.9	0.3	24	-0.1	39	2	0	0	2	3	13	1	9.5	81.0	16	0	0	0	2	2	20	0	0.0	91.7
238	0.0	0.0	0	1.5	1.0	2	-1.5	60	0	0	0	0	0	0	0	0.0	0.0	38	1	0	1	0	0	0	0	50.0	0.0
239	5.3	0.6	13	5.3	1.0	9	0.0	47	1	0	0	1	6	4	1	7.7	84.6	31	1	0	0	2	2	3	1	11.1	66.7
240	4.3	0.9	6	1.5	2.5	2	2.8	54	0	0	0	4	0	2	0	0.0	33.3	38	1	0	0	0	0	1	0	50.0	50.0

	ACTUAL WORKER FREQUENCY			SUPERVISOR FREQUENCY DESIRE			D:W-S	DISTRIBUTION OF WORKER FREQUENCY OF TASK PERFORMANCE								PERF <1Y	PERF >=1W	DISTRIBUTION OF SUPERVISOR DESIRES FOR TASK FREQUENCY								DES <1Y	DES >=1W
TASK	MDN	Q	N	MDN	Q	N	MDN	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%
241	4.0	0.3	1	1.5	2.0	2	2.5	59	0	0	0	1	0	0	0	0.0	0.0	38	1	0	0	0	1	0	0	50.0	50.0
242	4.1	0.5	7	1.5	1.0	2	2.6	53	0	0	1	4	2	0	0	0.0	28.6	38	1	0	1	0	0	0	0	50.0	0.0
243	4.2	0.5	6	1.5	1.0	2	2.7	54	0	0	1	3	2	0	0	0.0	33.3	38	1	0	1	0	0	0	0	50.0	0.0
244	4.0	0.4	6	4.0	0.3	1	0.0	54	0	0	1	4	1	0	0	0.0	16.7	39	0	0	0	1	0	0	0	0.0	0.0
245	3.8	1.3	5	4.0	1.8	3	-0.3	55	1	1	0	2	1	0	0	40.0	20.0	37	1	0	0	1	1	0	0	33.3	33.3
246	0.0	0.0	0	1.0	0.3	1	-1.0	60	0	0	0	0	0	0	0	0.0	0.0	39	1	0	0	0	0	0	0	99.9	0.0
247	4.5	1.5	2	4.0	0.3	1	0.5	58	0	0	0	1	0	0	1	0.0	50.0	39	0	0	0	1	0	0	0	0.0	0.0
248	4.0	0.3	4	1.0	0.3	1	3.0	56	0	0	0	4	0	0	0	0.0	0.0	39	1	0	0	0	0	0	0	99.9	0.0
249	4.1	0.3	9	3.0	1.3	3	1.1	51	0	0	0	8	1	0	0	0.0	11.1	37	1	0	1	1	0	0	0	33.3	0.0
250	3.5	0.6	6	2.5	1.0	4	1.0	54	0	0	3	2	0	0	1	0.0	16.7	36	1	1	1	1	0	0	0	50.0	0.0
251	4.0	0.3	11	4.0	2.3	3	0.0	49	0	0	1	9	1	0	0	0.0	9.1	37	1	0	0	1	0	1	0	33.3	33.3
252	3.8	1.4	3	4.0	0.8	9	-0.3	57	1	0	0	2	0	0	0	33.3	0.0	31	0	0	3	3	2	0	1	0.0	33.3
253	4.0	0.3	1	1.5	1.5	2	2.5	59	0	0	0	1	0	0	0	0.0	0.0	38	1	0	0	1	0	0	0	50.0	0.0
254	4.2	0.5	10	4.1	0.3	14	0.0	50	0	0	1	6	3	0	0	0.0	30.0	26	0	0	0	11	1	2	0	0.0	21.4
255	6.5	0.5	2	4.5	1.3	8	2.0	58	0	0	0	0	0	1	1	0.0	99.9	32	1	1	1	1	3	0	1	25.0	50.0
256	1.5	1.5	2	6.0	2.8	3	-4.5	58	1	0	0	1	0	0	0	50.0	0.0	37	1	0	0	0	0	1	1	33.3	66.7
257	3.5	1.3	4	4.3	0.8	5	-0.8	56	1	0	1	2	0	0	0	25.0	0.0	35	0	0	1	2	1	1	0	0.0	40.0
258	4.0	0.3	1	5.8	2.4	3	-1.8	59	0	0	0	1	0	0	0	0.0	0.0	37	1	0	0	0	0	2	0	33.3	66.7
259	6.5	0.5	2	1.5	2.5	2	5.0	58	0	0	0	0	0	1	1	0.0	99.9	38	1	0	0	0	0	1	0	50.0	50.0
260	3.9	0.3	5	1.0	0.3	2	2.9	55	0	0	1	4	0	0	0	0.0	0.0	38	2	0	0	0	0	0	0	99.9	0.0
261	0.0	0.0	0	3.5	2.0	4	-3.5	60	0	0	0	0	0	0	0	0.0	0.0	36	1	0	1	0	1	1	0	25.0	50.0
262	4.0	0.3	10	1.5	1.5	2	2.5	50	0	0	0	10	0	0	0	0.0	0.0	38	1	0	0	1	0	0	0	50.0	0.0
263	3.0	0.3	7	1.0	0.3	1	2.0	53	1	0	5	1	0	0	0	14.3	0.0	39	1	0	0	0	0	0	0	99.9	0.0
264	4.0	0.3	6	3.8	0.3	4	0.2	54	0	0	0	6	0	0	0	0.0	0.0	36	0	0	1	3	0	0	0	0.0	0.0
265	6.5	0.8	4	5.0	0.3	1	1.5	55	0	0	0	0	1	1	2	0.0	99.9	38	0	0	0	0	1	0	0	0.0	99.9
266	0.0	0.0	0	1.0	0.3	1	-1.0	60	0	0	0	0	0	0	0	0.0	0.0	39	1	0	0	0	0	0	0	99.9	0.0
267	1.5	2.9	6	5.8	0.9	3	-4.3	54	3	0	0	0	1	0	2	50.0	50.0	37	0	0	0	1	0	2	0	0.0	66.7
268	6.5	0.5	2	5.8	2.4	3	0.8	57	0	0	0	0	0	1	1	0.0	99.9	37	1	0	0	0	0	2	0	33.3	66.7
269	1.5	1.8	4	1.5	3.0	2	0.0	56	2	0	0	1	0	1	0	50.0	25.0	38	1	0	0	0	0	0	1	50.0	50.0
270	6.0	1.3	3	4.5	2.8	4	1.5	57	0	0	0	1	0	1	1	0.0	66.7	36	1	0	0	1	0	0	2	25.0	50.0
271	3.8	1.3	4	3.8	1.4	3	0.1	56	1	0	0	3	0	0	0	25.0	0.0	37	1	0	0	2	0	0	0	33.3	0.0
272	4.0	0.3	4	1.5	1.5	2	2.5	56	0	0	0	4	0	0	0	0.0	0.0	38	1	0	0	1	0	0	0	50.0	0.0
273	0.0	0.0	0	1.0	0.3	1	-1.0	60	0	0	0	0	0	0	0	0.0	0.0	39	1	0	0	0	0	0	0	99.9	0.0
274	3.9	0.5	7	4.0	0.3	7	-0.1	53	1	0	1	4	1	0	0	14.3	14.3	33	0	0	1	5	1	0	0	0.0	14.3
275	5.0	0.4	6	3.8	0.7	6	1.7	54	0	0	0	1	4	1	0	0.0	83.3	34	1	0	1	3	1	0	0	16.7	16.7

	ACTUAL WORKER FREQUENCY			SUPERVISOR FREQUENCY DESIRE			D:W-S	DISTRIBUTION OF WORKER FREQUENCY OF TASK PERFORMANCE								PERF <1Y	PERF >=1W	DISTRIBUTION OF SUPERVISOR DESIRES FOR TASK FREQUENCY								DES <1Y	DES >=1W
TASK	MDN	Q	N	MDN	Q	N	MDN	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%
276	4.5	1.0	6	6.0	2.8	3	-1.5	54	1	0	0	2	1	2	0	16.7	50.0	37	1	0	0	0	0	1	1	33.3	66.7
277	4.0	0.3	1	1.5	1.5	2	2.5	59	0	0	0	1	0	0	0	0.0	0.0	38	1	0	0	1	0	0	0	50.0	0.0
278	1.0	0.3	1	1.0	0.3	1	0.0	59	1	0	0	0	0	0	0	99.9	0.0	39	1	0	0	0	0	0	0	99.9	0.0
279	5.1	0.8	20	5.1	1.1	11	-0.1	39	0	0	0	6	7	6	1	0.0	70.0	28	1	0	0	2	4	1	3	9.1	72.7
280	3.5	0.5	4	4.0	0.3	1	-0.5	56	0	0	2	2	0	0	0	0.0	0.0	39	0	0	0	1	0	0	0	0.0	0.0
281	1.0	0.3	1	6.0	2.8	3	-5.0	59	1	0	0	0	0	0	0	99.9	0.0	37	1	0	0	0	0	1	1	33.3	66.7
282	3.8	0.8	8	4.5	1.8	4	-0.7	52	1	0	2	3	2	0	0	12.5	25.0	35	1	0	0	1	2	0	0	25.0	50.0
283	6.0	0.3	3	1.5	2.5	2	4.5	57	0	0	0	0	0	3	0	0.0	99.9	38	1	0	0	0	0	1	0	50.0	50.0
284	3.8	0.6	26	4.0	0.4	12	-0.2	34	3	0	6	13	3	1	0	11.5	15.4	28	2	0	0	8	2	0	0	16.7	16.7
285	3.9	0.3	7	4.0	0.3	5	-0.1	53	1	0	0	6	0	0	0	14.3	0.0	34	0	0	0	5	0	0	0	0.0	0.0
286	1.0	0.3	1	1.0	0.3	1	0.0	59	1	0	0	0	0	0	0	99.9	0.0	39	1	0	0	0	0	0	0	99.9	0.0
287	1.5	2.5	2	1.0	0.3	1	0.5	58	1	0	0	0	0	1	0	50.0	50.0	39	1	0	0	0	0	0	0	99.9	0.0
288	6.1	0.3	5	6.0	2.5	4	0.1	55	0	0	0	0	0	4	1	0.0	99.9	36	1	0	0	0	0	2	1	25.0	75.0
289	3.5	0.8	4	3.5	1.5	4	0.0	56	0	0	2	1	1	0	0	0.0	25.0	36	1	0	1	1	0	1	0	25.0	25.0
290	4.9	0.7	9	5.0	0.3	9	-0.1	51	0	1	0	2	4	2	0	11.1	66.7	31	1	0	0	0	7	1	0	11.1	88.9
291	1.0	0.3	1	1.0	0.3	1	0.0	59	1	0	0	0	0	0	0	99.9	0.0	39	1	0	0	0	0	0	0	99.9	0.0
292	1.5	1.5	2	1.0	0.3	1	0.5	58	1	0	0	1	0	0	0	50.0	0.0	39	1	0	0	0	0	0	0	99.9	0.0
293	3.0	1.3	3	3.0	1.3	3	0.0	57	1	0	1	1	0	0	0	33.3	0.0	37	1	0	1	1	0	0	0	33.3	0.0
294	2.5	2.5	2	1.0	0.3	2	1.5	58	0	1	0	0	0	0	1	50.0	50.0	38	2	0	0	0	0	0	0	99.9	0.0
295	2.7	1.1	14	4.1	0.5	10	-1.4	46	5	1	5	1	1	1	0	42.9	14.3	30	2	0	0	5	3	0	0	20.0	30.0
296	4.0	0.4	30	4.1	0.4	24	-0.1	29	3	1	1	20	4	1	0	13.3	16.7	15	0	0	3	16	5	0	0	0.0	20.8
297	3.8	1.4	3	3.8	1.4	3	0.0	57	1	0	0	2	0	0	0	33.3	0.0	37	1	0	0	2	0	0	0	33.3	0.0
298	4.2	0.3	4	4.0	1.5	4	0.2	56	0	0	0	3	1	0	0	0.0	25.0	36	1	0	0	2	0	0	1	25.0	25.0
299	6.5	1.3	4	5.5	0.8	4	1.0	56	0	0	0	1	0	1	2	0.0	75.0	36	0	0	0	0	2	1	1	0.0	99.9
300	3.0	0.3	1	4.0	0.3	1	-1.0	59	0	0	1	0	0	0	0	0.0	0.0	39	0	0	0	1	0	0	0	0.0	0.0
301	6.0	0.3	1	4.5	0.5	2	1.5	59	0	0	0	0	0	1	0	0.0	99.9	38	0	0	0	1	1	0	0	0.0	50.0
302	4.5	2.0	4	5.0	0.9	6	-0.5	56	1	0	0	1	1	1	0	25.0	50.0	34	0	0	0	2	2	1	1	0.0	66.7
303	3.3	0.6	10	3.7	0.5	12	-0.4	50	0	1	5	3	1	0	0	10.0	10.0	28	0	0	5	6	1	0	0	0.0	8.3
304	4.5	0.8	6	4.1	0.3	5	0.4	54	1	0	0	2	2	1	0	16.7	50.0	35	0	0	0	4	1	0	0	0.0	20.0
305	7.0	0.3	1	1.0	0.3	1	6.0	59	0	0	0	0	0	0	1	0.0	99.9	39	1	0	0	0	0	0	0	99.9	0.0
306	5.0	1.8	3	5.0	0.3	1	0.0	57	0	0	1	0	1	0	1	0.0	66.7	39	0	0	0	0	1	0	0	0.0	99.9
307	4.3	0.6	5	1.5	3.0	2	2.8	55	1	0	0	2	2	0	0	20.0	40.0	38	1	0	0	0	0	0	1	50.0	50.0
308	6.0	0.3	1	1.5	2.5	2	4.5	59	0	0	0	0	0	1	0	0.0	99.9	38	1	0	0	0	0	1	0	50.0	50.0
309	3.3	0.4	3	3.0	0.3	2	0.3	57	0	0	2	1	0	0	0	0.0	0.0	38	0	0	2	0	0	0	0	0.0	0.0
310	0.0	0.0	0	1.0	0.3	1	-1.0	60	0	0	0	0	0	0	0	0.0	0.0	39	1	0	0	0	0	0	0	99.9	0.0

TASK	ACTUAL WORKER FREQUENCY			SUPERVISOR FREQUENCY DESIRE			D:W-S	DISTRIBUTION OF WORKER FREQUENCY OF TASK PERFORMANCE								PERF <1Y	PERF >=1W	DISTRIBUTION OF SUPERVISOR DESIRES FOR TASK FREQUENCY								DES <1Y	DES >=1W
	MDN	Q	N	MDN	Q	N	MDN	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%
311	4.8	1.4	11	4.3	0.7	7	0.4	49	2	0	1	2	2	2	2	18.2	54.5	33	1	0	0	3	2	0	1	14.3	42.9
312	4.1	0.5	7	5.0	0.3	1	-0.9	53	0	0	1	4	2	0	0	0.0	28.6	39	0	0	0	0	1	0	0	0.0	99.9
313	3.7	1.5	5	3.0	1.3	3	0.7	55	2	0	0	3	0	0	0	40.0	0.0	37	1	0	1	1	0	0	0	33.3	0.0
314	3.3	0.6	7	4.1	0.7	12	-0.6	53	1	0	3	3	0	0	0	14.3	0.0	27	0	1	2	5	3	1	0	8.3	33.3
315	4.0	0.8	8	4.1	0.4	12	-0.1	52	0	0	3	2	3	0	0	0.0	37.5	28	1	0	1	7	1	2	0	8.3	25.0
316	3.8	1.5	8	3.0	1.3	7	0.8	52	3	0	0	4	1	0	0	37.5	12.5	33	2	1	1	3	0	0	0	42.9	0.0
317	1.0	0.3	2	5.0	1.4	7	-4.0	58	2	0	0	0	0	0	0	99.9	0.0	33	1	0	1	1	1	2	1	14.3	57.1
318	2.0	1.1	5	3.2	0.5	12	-1.2	55	2	1	1	1	0	0	0	60.0	0.0	28	1	0	7	3	1	0	0	8.3	8.3
319	3.3	1.2	9	3.5	0.8	8	-0.3	51	2	1	2	3	1	0	0	33.3	11.1	32	1	0	3	2	2	0	0	12.5	25.0
320	6.6	1.0	28	6.0	1.1	26	0.6	32	0	1	1	2	5	4	15	3.6	85.7	12	1	0	1	4	3	8	9	3.8	76.9
321	4.0	1.8	3	4.5	1.9	6	-0.5	57	0	0	1	1	0	0	1	0.0	33.3	34	1	0	1	1	0	1	2	16.7	50.0
322	3.9	0.8	17	4.1	0.9	18	-0.2	43	1	1	4	6	3	1	1	11.8	29.4	20	0	0	5	7	2	1	3	0.0	33.3
323	4.1	1.1	14	4.7	1.1	13	-0.6	46	1	2	1	5	2	1	2	21.4	35.7	27	1	0	0	5	3	1	3	7.7	53.8
324	4.5	1.5	12	5.0	1.6	9	-0.5	48	1	0	2	3	2	1	3	8.3	50.0	31	2	0	0	2	1	1	3	22.2	55.6
325	4.6	1.3	25	4.4	1.3	17	0.2	35	3	1	2	6	5	3	5	16.0	52.0	23	4	0	1	4	4	0	4	23.5	47.1
326	3.1	0.6	16	3.8	0.9	9	-0.7	44	2	2	7	4	1	0	0	25.0	6.3	31	0	0	4	2	2	0	1	0.0	33.3
327	7.0	0.3	59	7.0	0.3	39	-0.0	1	0	0	0	0	0	1	58	0.0	99.9	1	0	0	0	0	0	0	39	0.0	99.9
328	3.1	0.5	15	1.5	1.0	2	1.6	45	2	1	8	3	0	0	1	20.0	6.7	38	1	0	1	0	0	0	0	50.0	0.0
329	3.7	0.8	38	3.8	0.6	26	-0.1	21	5	2	9	14	6	0	2	18.4	21.1	14	3	1	4	15	1	1	1	15.4	11.5
330	6.6	0.8	53	6.5	0.8	34	0.1	7	1	0	0	3	10	9	30	1.9	92.5	5	1	0	0	0	8	8	17	2.9	97.1
331	4.6	0.9	37	4.8	0.7	27	-0.1	23	5	0	1	11	10	5	5	13.5	54.1	13	2	0	1	7	12	3	2	7.4	63.0
332	4.3	0.9	3	1.3	1.4	3	3.0	57	0	0	0	2	0	1	0	0.0	33.3	37	2	0	0	1	0	0	0	66.7	0.0
333	6.6	0.7	51	6.9	0.3	36	-0.3	9	1	0	0	6	4	12	28	2.0	86.3	4	1	0	0	0	1	6	28	2.8	97.2
334	4.4	1.6	25	5.1	1.3	17	-0.7	35	4	0	2	7	3	1	8	16.0	48.0	23	2	1	0	3	4	3	4	17.6	64.7
335	6.4	0.7	21	6.1	1.0	19	0.3	39	2	0	0	2	1	6	10	9.5	81.0	21	0	0	0	4	2	6	7	0.0	78.9
336	5.3	1.3	37	5.6	1.1	23	-0.3	22	3	0	2	7	8	5	12	8.1	67.6	15	2	1	0	3	5	5	7	13.0	73.9
337	6.9	0.3	20	6.8	0.5	18	0.1	40	0	0	0	1	1	2	16	0.0	95.0	22	2	0	0	1	0	2	13	11.1	83.3
338	6.9	0.3	53	6.9	0.3	39	-0.1	7	0	0	0	1	7	3	42	0.0	98.1	1	0	0	0	2	0	3	34	0.0	94.9
339	6.9	0.3	56	7.0	0.3	39	-0.1	4	0	0	0	1	1	5	49	0.0	98.2	1	0	0	0	0	0	1	36	0.0	99.9
340	6.7	0.7	47	6.6	0.5	40	-0.0	13	1	0	1	0	8	7	30	2.1	95.7	0	0	0	0	0	4	9	27	0.0	99.9
341	4.8	1.7	29	5.5	1.6	20	-0.8	31	1	0	8	5	2	5	8	3.4	51.7	20	1	1	3	2	3	4	6	10.0	65.0
342	6.9	0.3	37	7.0	0.3	24	-0.1	23	2	0	0	0	1	5	29	5.4	94.6	16	1	0	0	0	0	1	22	4.2	95.8
343	6.8	0.4	48	6.6	0.5	33	0.2	12	0	0	0	1	2	11	34	0.0	97.9	7	0	0	0	0	2	12	19	0.0	99.9
344	6.9	0.3	54	6.9	0.3	38	-0.1	6	0	0	0	3	3	4	44	0.0	94.4	2	0	0	0	0	1	3	34	0.0	99.9
345	6.6	0.5	51	6.8	0.5	37	0.0	9	0	0	1	0	3	12	35	0.0	98.0	3	0	0	0	2	0	10	25	0.0	94.6

TASK	ACTUAL WORKER FREQUENCY			SUPERVISOR FREQUENCY DESIRE			D:W-S	DISTRIBUTION OF WORKER FREQUENCY OF TASK PERFORMANCE								PERF <1Y	PERF >=1W	DISTRIBUTION OF SUPERVISOR DESIRES FOR TASK FREQUENCY								DES <1Y	DES >=1W
	MDN	Q	N	MDN	Q	N	MDN	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%
346	6.5	0.9	54	6.4	0.8	36	0.1	6	0	0	0	5	11	11	27	0.0	90.7	4	0	0	0	0	11	8	17	0.0	99.9
347	6.2	0.8	41	6.5	0.7	30	-0.3	19	1	0	0	4	6	13	17	2.4	87.8	10	1	0	0	0	5	9	15	3.3	96.7
348	6.9	0.3	56	6.9	0.3	40	-0.0	4	0	0	0	1	0	7	48	0.0	98.2	0	0	0	0	0	1	4	35	0.0	99.9
349	6.1	0.3	46	6.1	0.3	31	-0.0	14	1	0	1	1	0	35	8	2.2	93.5	9	0	0	0	0	0	25	6	0.0	99.9
350	4.3	0.5	15	3.9	1.5	7	0.4	45	1	0	0	8	6	0	0	6.7	40.0	33	2	0	0	4	1	0	0	28.6	14.3
351	4.2	0.5	42	4.6	0.6	24	-0.4	18	1	0	5	22	12	1	1	2.4	33.3	16	2	0	0	9	11	2	0	8.3	54.2
352	5.8	0.5	47	6.0	0.3	36	-0.2	13	1	0	0	4	10	27	5	2.1	89.4	4	0	0	0	0	5	27	4	0.0	99.9
353	6.5	0.5	39	6.4	0.6	29	0.1	21	0	0	0	1	2	16	20	0.0	97.4	11	2	0	0	1	2	10	14	6.9	89.7
354	4.9	0.9	27	4.6	1.4	19	0.3	33	1	0	0	10	7	8	1	3.7	59.3	21	4	0	2	3	5	2	3	21.1	52.6
355	6.0	0.7	7	5.2	0.7	8	0.8	53	0	0	0	1	1	3	2	0.0	85.7	32	1	0	0	1	3	3	0	12.5	75.0
356	6.8	0.4	52	6.9	0.3	35	-0.1	7	0	0	0	1	0	13	38	0.0	98.1	4	0	0	0	1	1	4	29	0.0	97.1
357	4.3	1.3	9	1.0	0.3	2	3.3	51	2	0	1	2	2	1	1	22.2	44.4	38	2	0	0	0	0	0	0	99.9	0.0
358	2.8	1.0	17	2.9	0.8	11	-0.1	43	5	1	9	2	0	0	0	35.3	0.0	29	1	3	4	3	0	0	0	36.4	0.0
359	6.2	0.6	29	6.4	0.5	27	-0.2	31	1	0	0	1	3	13	11	3.4	93.1	13	0	0	0	1	0	14	12	0.0	96.3
360	5.5	0.6	46	5.4	0.7	33	0.1	14	0	0	0	3	21	17	5	0.0	93.5	7	0	0	0	6	12	11	4	0.0	81.8
361	5.1	0.8	54	5.3	1.0	37	-0.2	6	0	0	3	11	21	11	8	0.0	74.1	3	0	0	1	9	11	7	9	0.0	73.0
362	6.8	0.4	54	6.9	0.3	34	-0.1	6	0	0	0	0	3	14	37	0.0	99.9	4	1	0	0	0	1	5	27	2.9	97.1
363	6.1	0.6	39	6.0	0.9	25	0.1	21	2	0	0	2	5	17	13	5.1	89.7	14	2	0	1	2	3	9	8	8.0	80.0
364	2.0	0.5	4	3.6	1.4	3	-1.8	56	1	2	0	0	0	0	1	75.0	25.0	37	1	0	0	2	0	0	0	33.3	0.0
365	6.9	0.3	19	6.8	0.6	10	0.1	41	2	0	0	0	1	1	15	10.5	89.5	30	2	0	0	0	0	1	7	20.0	80.0
366	5.3	1.3	37	5.3	1.2	24	0.0	22	4	1	1	5	9	6	11	13.5	70.3	16	2	0	1	4	6	4	7	8.3	70.8
367	6.9	0.3	56	6.6	0.4	39	0.0	4	0	0	0	1	3	8	44	0.0	98.2	1	1	0	0	2	1	6	29	2.6	92.3
368	6.0	0.9	6	1.0	0.3	1	5.0	54	0	0	0	1	1	2	2	0.0	83.3	39	1	0	0	0	0	0	0	99.9	0.0
369	6.5	0.5	2	7.0	0.3	2	-0.5	58	0	0	0	0	0	1	1	0.0	99.9	38	0	0	0	0	0	0	2	0.0	99.9
370	4.0	1.1	5	5.5	1.0	6	-1.5	55	0	0	2	1	1	0	1	0.0	40.0	34	1	0	0	0	2	1	2	16.7	83.3
371	5.0	0.3	1	5.0	2.8	3	0.0	59	0	0	0	0	1	0	0	0.0	99.9	37	1	0	0	0	1	0	1	33.3	66.7
372	5.5	1.0	2	6.8	0.9	3	-1.3	58	0	0	0	0	1	0	1	0.0	99.9	37	0	0	0	0	1	0	2	0.0	99.9
373	4.3	2.2	7	4.5	2.8	6	-0.3	53	1	1	0	2	0	1	2	28.6	42.9	34	2	0	0	1	0	1	2	33.3	50.0
374	1.0	0.3	1	4.8	0.4	3	-3.8	59	1	0	0	0	0	0	0	99.9	0.0	37	0	0	0	1	2	0	0	0.0	66.7
375	4.8	0.7	44	4.5	0.8	28	0.3	16	3	0	2	11	18	4	6	6.8	63.6	12	5	0	1	8	9	4	1	17.9	50.0
376	5.8	0.9	47	5.9	1.2	28	-0.1	13	1	0	1	7	11	14	13	2.1	80.9	12	3	0	0	4	5	5	11	10.7	75.0
377	4.3	0.8	15	4.8	0.8	13	-0.5	44	2	0	1	6	3	0	3	13.3	40.0	27	2	0	0	3	5	2	1	15.4	61.5
378	3.8	0.5	20	4.4	0.6	11	-0.5	37	0	0	6	12	1	0	1	0.0	10.0	28	2	0	0	4	3	0	2	18.2	45.5
379	5.8	0.8	5	5.0	1.8	12	0.8	55	0	0	0	1	1	2	1	0.0	80.0	28	2	1	1	1	2	3	2	25.0	58.3
380	5.0	1.3	34	5.7	1.2	23	-0.7	26	3	1	2	7	8	4	9	11.8	61.8	17	1	0	1	4	5	3	9	4.3	73.9

TASK	ACTUAL WORKER FREQUENCY			SUPERVISOR FREQUENCY DESIRE			D:W-S	DISTRIBUTION OF WORKER FREQUENCY OF TASK PERFORMANCE								PERF <1Y	PERF >=1W	DISTRIBUTION OF SUPERVISOR DESIRES FOR TASK FREQUENCY								DES <1Y	DES >=1W
	MDN	Q	N	MDN	Q	N	MDN	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%
381	5.8	0.8	8	5.8	1.6	15	0.1	52	1	0	0	0	2	3	2	12.5	87.5	24	1	0	2	3	1	2	6	6.7	60.0
382	3.9	0.4	12	4.7	0.9	9	-0.8	48	1	1	1	8	1	0	0	16.7	8.3	30	2	0	0	2	3	2	0	22.2	55.6
383	7.0	0.3	2	6.5	0.5	4	0.5	58	0	0	0	0	0	0	2	0.0	99.9	36	0	0	0	0	0	2	2	0.0	99.9
384	7.0	0.3	54	7.0	0.3	38	-0.0	4	0	0	0	0	0	1	53	0.0	99.9	1	0	0	0	0	0	0	38	0.0	99.9
385	7.0	0.3	1	1.5	2.5	2	5.5	58	0	0	0	0	0	0	1	0.0	99.9	38	1	0	0	0	0	1	0	50.0	50.0
386	5.2	0.9	39	5.1	0.6	21	0.1	21	2	1	0	8	12	10	6	7.7	71.8	17	0	0	0	5	9	6	1	0.0	76.2
387	6.0	2.1	5	7.0	0.3	1	-1.0	55	1	0	1	0	0	1	2	20.0	60.0	39	0	0	0	0	0	0	1	0.0	99.9
388	6.5	0.8	8	4.6	0.8	8	1.7	52	0	0	1	0	1	2	4	0.0	87.5	32	1	0	0	2	3	1	1	12.5	62.5
389	6.6	0.7	45	6.7	0.5	32	-0.1	14	0	0	0	2	8	10	25	0.0	95.6	7	1	0	0	1	1	9	20	3.1	93.8
390	5.2	1.3	39	6.4	0.7	28	-1.2	21	0	0	3	11	8	6	11	0.0	64.1	9	0	0	0	3	3	9	13	0.0	89.3
391	4.4	0.6	33	4.3	0.6	23	0.1	27	1	1	2	14	13	2	0	6.1	45.5	17	3	0	0	11	8	1	0	13.0	39.1
392	6.9	0.3	57	6.8	0.4	38	0.1	3	0	0	0	2	1	8	46	0.0	96.5	1	1	0	0	1	2	6	28	2.6	94.7
393	6.1	1.1	48	6.2	0.7	33	-0.2	11	3	1	1	5	9	9	20	8.3	79.2	6	1	0	0	4	3	12	13	3.0	84.8
394	6.8	0.4	52	6.8	0.4	30	-0.0	7	1	0	1	0	2	11	37	1.9	96.2	9	0	0	0	0	2	6	22	0.0	99.9
395	6.9	0.3	54	6.9	0.3	38	0.0	5	0	0	0	2	1	4	47	0.0	96.3	1	0	0	0	0	1	5	32	0.0	99.9
396	4.3	1.4	8	5.3	1.0	14	-1.0	52	0	0	1	4	0	1	2	0.0	37.5	25	1	0	0	3	4	3	3	7.1	71.4
397	4.3	0.8	12	4.5	1.0	14	-0.2	48	0	0	1	6	2	0	3	0.0	41.7	25	1	0	1	5	2	4	1	7.1	50.0
398	4.5	1.2	30	4.6	0.8	15	-0.1	29	2	2	4	7	6	6	3	13.3	50.0	24	0	0	1	6	4	2	2	0.0	53.3
399	4.8	0.6	33	4.9	0.8	22	-0.0	26	2	0	1	8	16	3	3	6.1	66.7	16	2	0	1	5	8	3	3	9.1	63.6
400	3.9	0.7	14	4.0	1.2	15	-0.1	45	2	1	1	7	1	2	0	21.4	21.4	24	1	1	2	7	0	1	3	13.3	26.7
401	6.9	0.3	57	6.9	0.3	38	0.1	2	0	0	0	0	1	6	50	0.0	99.9	0	0	0	0	0	1	7	30	0.0	99.9
402	6.9	0.3	54	6.9	0.3	39	0.1	6	0	0	0	1	2	2	49	0.0	98.1	0	0	0	0	0	0	8	31	0.0	99.9
403	3.8	2.0	9	3.9	2.3	14	-0.1	51	3	0	1	2	1	1	1	33.3	33.3	25	4	0	1	5	0	1	3	28.6	28.6
404	4.9	0.9	43	5.4	1.1	33	-0.6	17	0	0	0	17	12	7	7	0.0	60.5	5	0	0	0	7	10	4	12	0.0	78.8
405	3.0	1.4	9	3.3	1.2	5	-0.3	50	3	1	1	3	0	0	1	44.4	11.1	35	0	0	3	0	1	1	0	0.0	40.0
406	5.0	0.8	27	4.8	1.1	31	0.3	33	0	0	1	7	11	3	5	0.0	70.4	8	3	1	1	9	6	6	5	12.9	54.8
407	5.9	0.8	50	6.3	0.6	38	-0.4	9	0	0	1	3	15	15	16	0.0	92.0	0	0	0	0	2	4	16	16	0.0	94.7
408	4.1	0.8	19	4.6	1.4	15	-0.5	41	1	0	5	6	7	0	0	5.3	36.8	24	1	0	2	4	4	0	4	6.7	53.3
409	4.5	0.7	43	4.8	0.8	28	-0.3	16	0	0	6	15	14	4	4	0.0	51.2	11	1	0	4	6	10	3	4	3.6	60.7
410	3.5	2.0	4	4.3	1.8	7	-0.8	56	1	0	1	0	1	1	0	25.0	50.0	33	1	0	1	2	0	0	3	14.3	42.9
411	5.0	0.6	45	5.6	1.0	36	-0.6	14	0	0	2	10	20	8	5	0.0	73.3	3	0	1	1	5	10	7	12	2.8	80.6
412	4.5	2.5	8	1.3	1.4	3	3.3	52	2	0	1	1	1	1	2	25.0	50.0	36	2	0	0	1	0	0	0	66.7	0.0
413	6.7	2.2	5	1.5	1.5	2	5.2	55	1	0	1	0	0	0	3	20.0	60.0	37	1	0	0	1	0	0	0	50.0	0.0
414	3.8	0.7	13	1.5	1.4	6	2.3	47	0	0	5	5	0	1	2	0.0	23.1	23	3	0	1	2	0	0	0	50.0	0.0
415	2.8	2.1	9	2.8	1.0	6	-0.1	51	4	0	2	0	1	0	2	44.4	33.3	33	2	0	3	0	1	0	0	33.3	16.7

TASK	ACTUAL WORKER FREQUENCY MDN	Q	N	SUPERVISOR FREQUENCY DESIRE MDN	Q	N	D:W-S MDN	DISTRIBUTION OF WORKER FREQUENCY OF TASK PERFORMANCE NONE	D+	Y-	1Y	1M	1W	1D	D+	PERF <1Y %	PERF >=1W %	DISTRIBUTION OF SUPERVISOR DESIRES FOR TASK FREQUENCY NONE	D+	Y-	1Y	1M	1W	1D	D+	DES <1Y %	DES >=1W %
416	3.0	2.6	5	1.5	2.9	6	1.5	55	2	0	1	0	0	1	1	40.0	40.0	34	3	0	0	0	0	1	2	50.0	50.0
417	4.8	0.6	39	4.3	0.7	30	0.5	20	1	0	0	14	17	3	4	2.6	61.5	10	1	1	2	14	7	1	4	6.7	40.0
418	6.5	0.9	44	6.0	0.7	36	0.5	15	0	0	0	3	10	9	22	0.0	93.2	2	0	0	0	2	8	15	11	0.0	94.4
419	5.0	1.9	7	4.8	1.9	3	0.3	53	1	1	1	0	1	2	1	28.6	57.1	37	1	0	0	0	2	0	0	33.3	66.7
420	5.5	0.9	51	6.1	0.9	38	-0.5	8	0	0	2	7	16	13	13	0.0	82.4	2	0	0	0	2	12	9	15	0.0	94.7
421	6.8	2.9	3	1.0	0.3	1	5.8	57	1	0	0	0	0	0	2	33.3	66.7	39	1	0	0	0	0	0	0	99.9	0.0
422	4.3	0.4	3	5.0	2.8	6	-0.8	57	0	0	0	2	1	0	0	0.0	33.3	34	2	0	0	0	2	0	2	33.3	66.7
423	6.1	1.0	39	6.5	1.0	32	-0.4	20	0	0	0	4	11	7	17	0.0	89.7	8	2	0	0	3	5	6	16	6.3	84.4
424	6.1	1.0	40	6.6	0.8	34	-0.5	20	1	0	0	6	8	9	16	2.5	82.5	5	1	0	1	3	4	7	18	2.9	85.3
425	3.5	2.3	4	5.0	2.6	7	-1.5	56	0	1	1	0	0	0	2	25.0	50.0	33	2	0	0	1	1	1	2	28.6	57.1
426	4.8	1.0	11	5.5	1.2	8	-0.8	49	0	0	0	5	2	2	2	0.0	54.5	32	1	0	0	1	2	1	3	12.5	75.0
427	5.6	0.8	7	5.5	0.6	6	0.1	53	0	0	0	2	1	4	0	0.0	71.4	34	0	0	0	0	3	2	1	0.0	99.9
428	5.0	0.9	8	5.5	1.0	4	-0.5	51	0	0	0	3	2	2	1	0.0	62.5	36	0	0	0	1	1	1	1	0.0	75.0
429	4.1	0.6	14	4.7	0.7	5	-0.6	46	1	0	2	7	2	2	0	7.1	28.6	34	0	0	1	1	3	0	0	0.0	60.0
430	6.1	0.8	42	6.3	0.6	27	-0.2	17	0	1	0	3	9	13	16	2.4	90.5	13	1	0	1	2	1	11	11	3.7	85.2
431	4.8	0.8	5	4.7	1.1	10	0.1	55	1	0	0	1	2	1	0	20.0	60.0	30	0	2	1	1	5	1	0	20.0	60.0
432	5.4	0.9	13	5.5	1.0	10	-0.1	47	0	1	0	2	4	3	3	7.7	76.9	30	0	0	1	2	2	3	2	0.0	70.0
433	6.2	0.7	41	6.2	0.7	30	-0.0	17	0	0	1	1	9	14	16	0.0	95.1	10	1	0	1	1	4	11	12	3.3	90.0
434	3.9	0.9	11	4.2	0.6	11	-0.3	49	2	0	2	4	3	0	0	18.2	27.3	29	0	0	2	5	3	1	0	0.0	36.4
435	4.2	0.7	13	4.2	0.6	17	0.0	47	2	0	1	5	5	0	0	15.4	38.5	23	1	0	2	8	4	1	1	5.9	35.3
436	0.0	0.0	0	3.0	0.3	2	-3.0	60	0	0	0	0	0	0	0	0.0	0.0	38	0	0	2	0	0	0	0	0.0	0.0
437	6.7	0.7	47	6.8	0.5	33	-0.1	12	0	0	0	1	10	7	29	0.0	97.9	7	0	0	1	0	1	9	22	0.0	97.0
438	6.2	0.7	55	6.4	0.6	36	-0.2	4	0	0	0	2	11	20	22	0.0	96.4	4	0	0	0	1	3	16	16	0.0	97.2
439	5.9	1.0	39	5.9	1.1	31	0.1	21	1	0	0	6	8	10	14	2.6	82.1	9	1	0	1	5	7	4	13	3.2	77.4
440	5.3	1.0	31	6.1	0.6	28	-0.9	28	1	1	0	8	7	8	6	6.5	67.7	12	1	0	0	1	5	11	10	3.6	92.9
441	5.8	0.9	3	3.5	2.3	4	2.3	57	0	0	0	1	0	2	0	0.0	66.7	36	1	0	1	0	0	2	0	25.0	50.0
442	3.9	0.7	34	3.3	0.6	24	0.6	26	0	2	10	13	5	3	1	5.9	26.5	16	1	0	14	6	1	0	2	4.2	12.5
443	3.5	0.7	14	3.8	0.7	15	-0.3	46	1	0	6	4	3	0	0	7.1	21.4	25	1	1	4	6	2	0	1	13.3	20.0
444	3.8	1.4	9	3.0	1.0	12	0.8	51	0	1	3	2	0	3	0	11.1	33.3	28	3	0	6	1	0	0	2	25.0	16.7
445	6.0	0.7	46	6.4	0.6	35	-0.4	13	0	0	0	1	13	18	14	0.0	97.8	5	0	0	0	1	3	15	16	0.0	97.1
446	4.0	1.5	4	4.0	0.4	5	0.0	56	1	0	0	2	0	1	0	25.0	25.0	34	1	0	0	3	1	0	0	20.0	20.0
447	4.2	0.9	39	4.3	1.2	34	-0.1	19	5	1	5	12	11	2	3	15.4	41.0	6	4	1	3	11	4	7	4	14.7	44.1
448	4.4	0.7	16	4.1	0.4	16	0.3	44	1	0	0	8	4	2	1	6.3	43.8	24	2	0	0	10	4	0	0	12.5	25.0
449	5.9	0.7	42	6.1	0.5	33	-0.2	17	0	0	0	3	11	16	12	0.0	92.9	7	0	0	0	0	6	17	10	0.0	99.9
450	4.0	1.8	6	4.5	0.7	8	-0.5	54	2	0	0	2	2	0	0	33.3	33.3	32	1	0	0	3	3	1	0	12.5	50.0

TASK	ACTUAL WORKER FREQUENCY			SUPERVISOR FREQUENCY DESIRE			D:W-S	DISTRIBUTION OF WORKER FREQUENCY OF TASK PERFORMANCE								PERF <1Y	PERF >=1W	DISTRIBUTION OF SUPERVISOR DESIRES FOR TASK FREQUENCY								DES <1Y	DES >=1W
	MDN	C	N	MDN	C	N	MDN	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%	NONE	0+	Y-	1Y	1M	1W	1D	D+	%	%
451	4.0	0.3	1	3.8	0.6	5	0.2	59	0	0	0	1	0	0	0	0.0	0.0	35	0	0	2	2	0	1	0	0.0	20.0
452	3.2	0.5	23	3.1	0.5	29	0.0	37	0	2	14	5	1	0	1	8.7	8.7	11	1	2	18	3	1	1	3	10.3	17.2
453	4.5	1.4	6	5.0	2.3	7	-0.5	54	0	0	0	3	0	1	2	0.0	50.0	33	2	1	0	0	1	3	0	42.9	57.1
454	0.0	0.0	0	0.0	0.0	0	0.0	60	0	0	0	0	0	0	0	0.0	0.0	40	0	0	0	0	0	0	0	0.0	0.0
455	0.0	0.0	0	7.0	0.3	2	-7.0	60	0	0	0	0	0	0	0	0.0	0.0	38	0	0	0	0	0	0	2	0.0	99.9
456	3.5	0.6	12	3.3	1.0	11	0.2	48	1	1	4	4	2	0	0	16.7	16.7	29	2	1	3	3	1	0	1	27.3	18.2
457	5.5	1.1	16	6.0	1.7	9	-0.5	44	1	0	1	4	2	6	2	6.3	62.5	31	2	0	0	2	0	1	4	22.2	55.6
458	6.6	0.6	43	6.7	0.5	27	-0.1	17	0	0	0	1	3	15	24	0.0	97.7	13	1	0	0	0	1	8	17	3.7	96.3
459	5.3	0.8	30	5.9	1.0	23	-0.6	30	1	0	0	5	11	8	5	3.3	80.0	17	1	0	0	3	6	4	9	4.3	82.6
460	6.4	0.6	43	6.6	0.5	27	-0.2	15	3	0	0	2	2	17	19	7.0	88.4	13	0	0	0	0	1	11	15	0.0	99.9
461	3.3	0.6	16	2.9	0.8	9	0.4	43	2	0	8	5	1	0	0	12.5	6.3	31	2	1	4	2	0	0	0	33.3	0.0
462	6.0	0.5	46	6.3	0.6	30	-0.3	13	1	0	2	3	6	23	11	2.2	87.0	10	1	1	0	2	2	12	12	6.7	86.7
463	4.3	0.6	13	3.8	0.6	8	0.4	46	0	0	2	6	4	1	0	0.0	38.5	32	1	0	2	3	2	0	0	12.5	25.0
464	3.9	0.9	32	4.3	1.0	20	-0.4	28	4	0	7	12	3	4	2	12.5	28.1	20	2	1	3	5	6	0	3	15.0	45.0
465	6.0	0.9	6	6.6	0.6	7	-0.6	53	1	0	0	0	1	2	2	16.7	83.3	33	1	0	0	0	0	2	4	14.3	85.7
466	6.2	0.5	47	6.6	0.5	25	-0.4	11	0	0	0	0	5	25	17	0.0	99.9	15	1	0	0	0	1	9	14	4.0	96.0
467	3.6	0.7	17	3.8	0.7	19	-0.2	42	0	0	8	5	2	0	2	0.0	23.5	21	3	0	4	8	2	1	1	15.8	21.1
468	5.2	1.0	6	5.9	0.5	7	-0.7	54	0	0	0	1	3	0	2	0.0	83.3	33	1	0	0	0	1	4	1	14.3	85.7
469	4.6	1.0	19	4.2	0.7	11	0.4	41	3	0	1	5	5	2	3	15.8	52.6	29	1	0	1	5	2	2	0	9.1	36.4
470	6.7	0.5	51	6.6	0.5	34	0.1	8	0	0	1	1	1	16	32	0.0	96.1	6	1	0	0	0	0	13	20	2.9	97.1
471	3.2	0.6	14	4.1	0.4	10	-0.9	46	1	1	7	4	1	0	0	14.3	7.1	30	0	0	1	7	1	1	0	0.0	20.0
472	4.5	1.0	2	6.8	0.4	3	-2.3	57	0	0	0	1	0	1	0	0.0	50.0	33	0	0	0	0	0	1	2	0.0	99.9
473	6.0	0.3	4	0.0	0.0	0	6.0	56	0	0	0	0	0	4	0	0.0	99.9	37	0	0	0	0	0	0	0	0.0	0.0
474	5.0	0.8	3	6.8	2.4	3	-1.8	57	0	0	0	1	1	1	0	0.0	66.7	35	0	1	0	0	0	0	2	33.3	66.7
475	6.0	0.4	19	6.9	0.3	5	-0.9	38	1	1	0	1	1	11	4	10.5	84.2	25	0	0	0	0	0	1	4	0.0	99.9
476	6.6	0.6	30	7.0	0.3	8	-0.4	28	3	0	0	0	1	10	16	10.0	90.0	20	0	0	0	0	0	0	8	0.0	99.9
477	6.6	0.5	26	6.9	0.3	7	-0.3	31	2	0	0	0	0	10	16	7.1	92.9	23	0	0	0	0	0	1	6	0.0	99.9
478	3.5	2.3	4	4.0	1.8	3	-0.5	56	1	0	1	0	0	2	0	25.0	50.0	34	1	0	0	1	1	0	0	33.3	33.3
479	6.7	0.5	18	7.0	0.3	8	-0.3	41	2	0	0	0	0	5	11	11.1	86.9	23	0	0	0	0	[illegible]	0	8	0.0	99.9
480	3.7	0.9	27	6.0	1.1	5	-2.3	32	3	0	9	7	4	4	0	11.1	29.6	25	0	0	0	1	1	1	2	0.0	80.0
481	6.3	0.6	45	6.8	0.4	11	-0.5	14	3	0	1	1	1	21	18	6.7	88.9	12	1	0	0	0	0	2	8	9.1	90.9
482	5.8	1.4	30	6.0	0.4	5	-0.2	29	4	0	2	3	4	7	10	13.3	70.0	26	1	0	0	0	0	3	1	20.0	80.0
483	6.6	0.5	31	6.9	0.3	10	-0.3	29	1	0	0	1	1	10	18	2.7	93.5	13	0	0	0	0	0	1	9	0.0	99.9
484	6.4	0.6	37	6.8	0.4	9	-0.4	23	0	0	1	4	0	15	17	0.0	86.5	17	0	0	0	0	0	3	6	0.0	99.9
485	6.0	1.0	35	6.2	1.3	10	-0.1	25	3	0	0	5	3	12	12	8.6	77.1	10	0	0	0	3	0	3	4	0.0	70.0

```
     |   ACTUAL       SUPERVISOR          |                                                        |
     |   WORKER       FREQUENCY           |      DISTRIBUTION OF WORKER          PERF PERF |   DISTRIBUTION OF SUPERVISOR          DES  DES
     |  FREQUENCY       DESIRE     D:W-S  |   FREQUENCY OF TASK PERFORMANCE   . <1Y >=1W |   DESIRES FOR TASK FREQUENCY          <1Y >=1W
     | -----------   -----------   ----   | ---------------------------------  ---- ---- | ---------------------------------   ---- ----
TASK | MDN  Q   N   MDN  Q   N     MDN  | NONE  U+  Y-  1Y  1M  1W  1D  D+     %    %  | NONE  O+  Y-  1Y  1M  1W  1D  D+     %    %

 486 | 4.6 1.5  17  3.3 1.6   5    1.4  |  43    4   0   4   0   4   5   0  23.5 52.9 |  28    1   0   2   0   0   2   0  20.0 40.0
 487 | 3.5 1.0   6  1.0 0.3   1    2.5  |  54    1   1   1   3   0   0   0  33.3  0.0 |  34    1   0   0   0   0   0   0  99.9  0.0
 488 | 7.0 0.3   2  1.0 0.3   1    6.0  |  58    0   0   0   0   0   0   2   0.0 99.9 |  38    1   0   0   0   0   0   0  99.9  0.0
 489 | 5.7 0.8  40  5.7 0.6  11    0.0  |  19    0   0   0   7  10  15   8   0.0 82.5 |   6    0   0   0   1   4   3   3   0.0 90.9
 490 | 4.0 1.1  14  4.8 1.3   5   -0.8  |  46    2   0   3   4   2   2   1  14.3 35.7 |  31    1   0   1   0   2   0   1  20.0 60.0

 491 | 4.5 1.9  24  6.0 1.8   7   -1.5  |  36    6   1   0   5   7   4   1  29.2 50.0 |  26    1   0   1   1   0   1   3  14.3 57.1
 492 | 3.7 0.8  35  4.3 0.9   9   -0.6  |  25    7   0   8  13   3   3   1  20.0 20.0 |  17    2   0   0   3   2   0   2  22.2 44.4


                              TOTALS:  21494                                           13294
                                             514                                           527
                                                 138                                           160
                                                     753                                           521
                                                        1677                                           1211
                                                            1300                                            916
                                                                1347                                            996
                                                                    2160                                           1760
```

Table C-5

Time to Qualify (Q7)[a]

Question 7: Time to Qualify (Supervisors)

By your standards as a supervisor of one or more General Secretaries, when do you expect that a new General Secretary employee should be capable of satisfactorily performing each of the activities you checked? That is, how soon after beginning employment as a General Secretary do you feel that employees should be able to do each activity with reasonable competency?

Categories and Values of the Response Scale:

1 = Competent performance is never necessary (0).
2 = Some number of years beyond the first 3 (Y+).
3 = Within the first 3 years (3Y).
4 = Within the first year (Y).
5 = Within the first 6 months (6M).
6 = Within the first 3 months (3M).
7 = Within the first month (M).
8 = Within the first week on the job (W).

Each of the 14 columns of Table C-5 is identified below.

Column 73: Average (median) of supervisor ratings, considering only those who checked (Question 2) that the task should be performed.

Column 74: Quartile deviation showing degree of response variability.

Column 75: Number of supervisors rating the task (Question 7).

Columns 76 through 84: Number of supervisors using each level of the time scale. Column 76 (None) is the complement of that portion of Column 8 (Table C-1) represented by the 40 supervisors in Group 1.

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[a] Question 7 was answered only for those tasks checked on Q2.

Table C-5 - Continued

Column 85:	Percent of supervisors, of those indicating the task should be done (Question 2), who do not expect competent performance during a worker's first year of job experience (combining scale categories 3Y, Y+, and 0).
Column 86:	Percent of supervisors, of those indicating the task should be done (Question 2), who expect competent performance within a worker's first three months of job experience (combining scale categories 3M, M, and W).

TASK INVENTORY DATA SUMMARY
SECRETARIES - COMPOSITE

TABLE 5: TIME TO QUALIFY
(Q7)

TASK	MDN	U	N	NONE	DISTRIBUTION OF SUPERVISOR EXPECTATIONS								% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
					0	Y+	3Y	Y	6M	3M	M	W		
1	6.17	0.54	6	34	0	0	0	0	1	3	2	0	0.0	83.3
2	6.75	1.52	13	27	0	0	1	3	1	0	6	2	7.7	61.5
3	6.29	1.05	25	15	C	0	1	1	5	7	5	6	4.0	72.0
4	4.75	1.63	9	31	0	0	2	2	2	0	2	1	22.2	33.3
5	5.25	1.00	14	26	0	0	1	3	4	3	0	3	7.1	42.9
6	5.40	1.28	27	13	0	0	3	6	5	5	7	1	31.1	48.1
7	5.88	0.96	28	11	0	0	0	5	6	8	8	1	0.0	60.7
8	4.75	0.81	5	35	0	1	0	1	2	1	0	0	20.0	20.0
9	6.50	1.00	8	32	0	0	1	0	1	2	2	2	12.5	75.0
10	6.50	2.25	4	36	0	1	0	0	0	1	2	0	25.0	75.0
11	6.79	0.78	18	21	0	0	0	2	1	4	7	4	0.0	83.3
12	5.33	0.69	7	33	0	0	1	0	3	2	1	0	14.3	42.9
13	5.00	1.42	8	32	0	0	3	0	2	2	1	0	37.5	37.5
14	5.67	1.19	7	33	0	0	1	2	0	3	1	0	14.3	57.1
15	5.72	0.85	22	17	0	0	1	4	4	9	3	1	4.5	59.1
16	4.64	0.75	22	18	0	0	2	8	7	2	2	1	9.1	22.7
17	5.63	0.93	13	27	0	0	1	2	3	4	2	1	7.7	53.8
18	6.00	1.67	8	32	0	0	0	3	0	2	1	2	0.0	62.5
19	4.00	1.00	6	34	0	1	1	2	1	1	0	0	33.3	16.7
20	5.50	1.00	6	32	0	0	0	2	2	2	1	1	0.0	50.0
21	5.50	1.25	6	34	0	0	0	2	1	1	2	0	0.0	50.0
22	4.00	0.75	10	30	0	1	2	4	2	1	0	0	30.0	10.0
23	5.75	1.13	5	35	0	0	0	2	0	2	1	0	0.0	60.0
24	6.50	1.13	6	34	0	0	0	1	1	1	2	1	0.0	66.7
25	5.80	0.85	17	23	0	0	0	2	5	5	5	0	0.0	58.8
26	5.75	1.27	11	29	0	0	1	2	2	2	3	1	9.1	54.5
27	6.39	0.85	32	8	0	0	0	6	2	9	10	5	0.0	75.0
28	4.00	0.25	2	38	0	0	0	2	0	0	0	0	0.0	0.0
29	5.50	0.75	4	36	0	0	0	1	1	2	0	0	0.0	50.0
30	6.63	0.49	7	33	0	0	0	0	0	3	4	0	0.0	100.0

TASK	MDN	Q	N	NONE	DISTRIBUTION OF SUPERVISOR EXPECTATIONS								% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
					0	Y+	3Y	Y	6M	3M	M	W		
31	4.00	0.88	5	35	0	0	2	1	2	0	0	0	40.0	0.0
32	6.75	0.63	5	35	0	0	0	0	0	2	2	1	0.0	100.0
33	7.17	0.67	8	31	0	0	0	1	0	1	3	3	0.0	87.5
34	6.31	0.72	23	16	0	0	0	1	4	8	8	2	0.0	78.3
35	5.70	0.55	8	32	0	0	1	0	2	5	0	0	12.5	62.5
36	5.70	1.60	20	19	0	0	5	1	3	5	5	1	25.0	55.0
37	5.79	0.76	16	23	0	0	0	3	3	7	1	2	0.0	62.5
38	6.06	1.16	29	10	0	0	0	6	4	8	6	5	0.0	65.5
39	5.75	0.94	11	29	0	0	0	1	4	2	4	0	0.0	54.5
40	5.50	1.25	8	32	0	0	1	2	1	2	2	0	12.5	50.0
41	5.00	0.25	3	37	0	0	0	0	3	0	0	0	0.0	0.0
42	4.50	0.75	4	36	0	0	1	1	2	0	0	0	25.0	0.0
43	4.25	0.63	5	35	0	0	1	2	2	0	0	0	20.0	0.0
44	7.58	0.65	11	29	0	0	0	1	0	1	3	6	0.0	90.9
45	4.00	0.50	4	36	0	0	1	2	1	0	0	0	25.0	0.0
46	6.25	0.44	3	37	0	0	0	0	0	2	1	0	0.0	100.0
47	4.00	0.25	1	39	0	0	0	1	0	0	0	0	0.0	0.0
48	7.06	0.95	23	17	0	0	0	1	4	2	8	8	0.0	78.3
49	6.00	1.00	8	32	0	0	1	0	2	2	2	1	12.5	62.5
50	7.00	0.46	13	27	0	0	0	1	0	2	7	3	0.0	92.3
51	4.13	0.53	7	33	0	0	1	4	1	0	0	1	14.3	14.3
52	7.25	0.63	5	35	0	0	0	0	0	1	2	2	0.0	100.0
53	4.00	0.50	4	36	0	0	1	2	0	1	0	0	25.0	25.0
54	7.00	0.25	2	38	0	0	0	0	0	0	2	0	0.0	100.0
55	6.50	0.50	2	38	0	0	0	0	0	1	1	0	0.0	100.0
56	7.50	0.63	6	34	0	0	0	0	1	0	2	3	0.0	83.3
57	4.75	1.31	5	35	0	1	1	0	2	1	0	0	40.0	20.0
58	5.40	0.90	9	31	0	0	0	0	5	1	3	0	0.0	44.4
59	5.00	1.42	16	24	0	1	4	2	2	5	0	2	31.3	43.8
60	7.00	0.25	1	39	0	0	0	0	0	0	1	0	0.0	100.0
61	5.90	1.02	30	10	0	0	2	5	4	10	9	0	6.7	63.3
62	6.90	1.14	20	18	0	0	0	4	1	3	5	7	0.0	75.0
63	5.50	1.33	12	27	0	0	2	3	1	3	2	1	16.7	50.0
64	0.0	0.0	0	39	0	0	0	0	0	0	0	0	0.0	0.0
65	4.33	0.67	5	35	0	0	0	3	1	1	0	0	0.0	20.0

TASK	MDN	Q	N	NONE	DISTRIBUTION OF SUPERVISOR EXPECTATIONS 0	Y+	3Y	Y	6M	3M	M	W	% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
66	4.00	0.42	5	35	0	0	1	3	0	1	0	0	20.0	20.0
67	5.00	0.75	3	37	0	0	0	1	1	1	0	0	0.0	33.3
68	4.00	0.25	1	39	0	0	0	1	0	0	0	0	0.0	0.0
69	4.50	1.75	4	36	0	0	1	1	0	0	2	0	25.0	50.0
70	0.0	0.0	0	39	0	0	0	0	0	0	0	0	0.0	0.0
71	2.50	0.50	2	38	0	1	1	0	0	0	0	0	100.0	0.0
72	7.17	0.90	18	22	0	0	1	1	1	2	6	7	5.6	83.3
73	6.50	2.50	4	36	0	1	0	0	0	1	1	1	25.0	75.0
74	6.00	0.97	15	25	0	0	0	2	4	3	6	0	0.0	60.0
75	6.20	0.95	23	15	0	0	0	2	6	5	8	2	0.0	65.2
76	6.79	0.76	23	15	0	0	0	1	4	3	12	3	0.0	78.3
77	6.33	0.90	18	19	0	0	1	2	1	6	4	4	5.6	77.8
78	6.86	0.98	27	12	0	0	2	0	3	6	7	9	7.4	81.5
79	5.50	1.00	4	36	0	0	0	1	1	1	1	0	0.0	50.0
80	3.25	0.44	3	36	0	0	2	1	0	0	0	0	66.7	0.0
81	3.33	0.98	5	35	0	0	3	0	2	0	0	0	60.0	0.0
82	6.90	0.75	14	25	0	0	1	0	0	4	5	4	7.1	92.9
83	7.67	0.67	15	25	0	0	0	1	0	2	3	9	0.0	93.3
84	6.83	0.83	14	26	0	0	1	2	0	2	6	3	7.1	78.6
85	7.50	0.50	2	38	0	0	0	0	0	0	1	1	0.0	100.0
86	6.63	0.78	27	11	0	0	0	1	5	6	12	3	0.0	77.8
87	3.50	2.00	2	38	0	0	1	0	0	0	1	0	50.0	50.0
88	6.50	0.75	4	36	0	0	0	0	0	2	1	1	0.0	100.0
89	6.08	0.29	7	33	0	0	0	0	0	6	1	0	0.0	100.0
90	5.83	1.00	8	32	0	0	1	1	1	3	1	1	12.5	62.5
91	7.00	0.50	4	36	0	0	0	0	0	1	2	1	0.0	100.0
92	5.50	1.24	18	22	0	0	0	2	7	2	3	4	0.0	50.0
93	5.00	1.25	3	37	0	0	0	1	1	0	1	0	0.0	33.3
94	5.00	0.25	1	39	0	0	0	0	1	0	0	0	0.0	0.0
95	6.00	0.75	3	37	0	0	0	0	1	1	1	0	0.0	66.7
96	6.83	0.96	22	17	0	0	0	0	4	5	6	7	0.0	81.8
97	5.50	1.25	4	36	0	0	0	1	1	0	2	0	0.0	50.0
98	7.13	0.70	11	29	0	0	0	0	0	3	4	4	0.0	100.0
99	6.00	1.06	5	35	0	0	0	0	2	1	1	1	0.0	60.0
100	7.33	1.61	17	23	0	0	0	4	1	1	3	8	0.0	70.6

TASK	MDN	Q	N	NONE	DISTRIBUTION OF SUPERVISOR EXPECTATIONS 0	Y+	3Y	Y	6M	3M	M	W	% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
101	5.00	1.25	3	37	0	0	1	0	1	1	0	0	33.3	33.3
102	3.25	0.81	5	35	0	1	2	1	0	1	0	0	60.0	20.0
103	4.00	1.25	3	37	0	1	0	1	1	0	0	0	33.3	0.0
104	5.38	0.94	15	25	0	0	0	4	4	4	3	0	0.0	46.7
105	4.13	1.16	9	31	0	1	1	4	0	2	1	0	22.2	33.3
106	6.00	0.25	1	39	0	0	0	0	0	1	0	0	0.0	100.0
107	7.56	0.83	15	25	0	0	0	1	1	2	3	8	0.0	86.7
108	6.00	0.68	9	31	0	1	0	0	2	3	2	1	11.1	66.7
109	4.17	1.08	12	27	1	1	2	3	3	0	1	1	33.3	16.7
110	4.17	1.00	10	30	0	1	2	3	2	0	1	1	30.0	20.0
111	5.00	0.75	3	37	0	0	0	1	1	1	0	0	0.0	33.3
112	5.17	0.75	8	32	0	0	0	2	3	2	1	0	0.0	37.5
113	5.63	1.19	17	19	0	0	1	4	3	4	4	1	5.9	52.9
114	4.83	0.83	4	36	0	0	1	0	3	0	0	0	25.0	0.0
115	5.25	0.88	8	32	0	0	0	1	4	1	2	0	0.0	37.5
116	5.10	0.75	12	28	0	0	2	1	5	2	1	1	16.7	33.3
117	4.00	1.25	3	37	0	1	0	1	1	0	0	0	33.3	0.0
118	7.00	0.78	15	25	0	1	0	0	0	4	5	5	6.7	93.3
119	6.83	0.67	8	32	0	0	0	0	0	3	3	2	0.0	100.0
120	7.25	0.87	23	17	0	0	2	0	1	4	6	10	8.7	87.0
121	5.30	0.80	16	24	0	0	0	4	5	5	2	0	0.0	43.8
122	6.00	0.50	4	36	0	0	0	0	1	2	1	0	0.0	75.0
123	6.00	1.13	10	30	0	0	0	2	2	2	3	1	0.0	60.0
124	7.00	0.25	1	39	0	0	0	0	0	0	1	0	0.0	100.0
125	6.00	1.42	13	26	1	0	1	1	3	1	3	3	15.4	53.8
126	5.50	1.19	14	26	0	0	2	1	4	2	3	2	14.3	50.0
127	7.83	1.33	4	36	0	0	0	0	1	0	0	3	0.0	75.0
128	7.55	0.89	21	16	0	0	1	0	2	3	4	11	4.8	85.7
129	6.83	1.67	10	29	0	0	0	3	0	1	3	3	0.0	70.0
130	5.00	0.25	1	39	0	0	0	0	1	0	0	0	0.0	0.0
131	6.75	0.44	3	37	0	0	0	0	0	1	2	0	0.0	100.0
132	6.50	2.00	4	35	0	0	1	0	0	1	1	1	25.0	75.0
133	7.75	0.69	9	31	0	0	0	0	0	2	1	6	0.0	100.0
134	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
135	7.21	0.69	20	20	0	0	0	0	2	3	7	8	0.0	90.0

TASK	MDN	Q	N	NONE	0	Y+	3Y	Y	6M	3M	M	W	% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
136	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
137	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
138	6.90	0.60	22	18	0	0	0	0	1	6	10	5	0.0	95.5
139	5.00	0.25	1	39	0	0	0	0	1	0	0	0	0.0	0.0
140	6.00	1.25	3	37	0	0	0	0	1	1	0	1	0.0	66.7
141	7.08	0.38	9	31	0	0	0	0	0	1	6	2	0.0	100.0
142	7.07	0.43	12	27	0	0	0	0	2	0	7	3	0.0	83.3
143	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
144	8.00	0.25	4	36	0	0	0	0	0	0	0	4	0.0	100.0
145	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
146	5.50	1.00	2	38	0	0	0	0	1	0	1	0	0.0	50.0
147	6.33	0.81	18	22	0	0	1	1	2	6	5	3	5.6	77.8
148	7.50	0.50	2	38	0	0	0	0	0	0	1	1	0.0	100.0
149	7.25	1.09	9	30	0	0	1	1	0	1	2	4	11.1	77.8
150	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
151	6.00	0.25	1	39	0	0	0	0	0	1	0	0	0.0	100.0
152	6.00	1.25	6	34	0	0	0	2	0	2	2	0	0.0	66.7
153	5.00	1.47	19	20	1	2	2	3	3	4	3	1	26.3	42.1
154	5.88	1.31	13	26	0	0	1	2	2	4	1	3	7.7	61.5
155	5.25	1.69	7	33	0	1	1	0	2	1	2	0	28.6	42.9
156	5.00	1.63	9	31	0	1	2	1	1	2	1	1	33.3	44.4
157	5.67	0.75	9	31	0	0	0	1	3	3	1	1	0.0	55.6
158	4.50	0.75	4	35	0	0	0	2	1	0	0	1	0.0	25.0
159	6.83	0.75	8	32	0	0	0	0	1	2	3	2	0.0	87.5
160	5.50	0.50	6	34	0	0	0	0	3	3	0	0	0.0	50.0
161	6.00	1.13	10	30	0	0	0	2	2	2	3	1	0.0	60.0
162	7.25	0.63	5	35	0	0	0	0	0	1	2	2	0.0	100.0
163	6.08	0.50	11	28	0	0	0	1	1	6	2	1	0.0	81.8
164	7.00	0.88	6	34	0	0	0	0	1	1	2	2	0.0	83.3
165	6.00	2.25	3	37	0	1	0	0	0	1	1	0	33.3	66.7
166	5.00	1.25	3	37	0	0	1	0	1	1	0	0	33.3	33.3
167	5.00	0.25	1	39	0	0	0	0	1	0	0	0	0.0	0.0
168	5.00	1.75	3	37	0	0	1	0	1	0	1	0	33.3	33.3
169	4.00	1.00	4	36	0	1	0	2	1	0	0	0	25.0	0.0
170	6.67	0.69	7	33	0	0	0	0	1	2	3	1	0.0	85.7

TASK	MDN	D	N	NONE	0	Y	3Y	Y	6M	3M	M	W	% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
					DISTRIBUTION OF SUPERVISOR EXPECTATIONS									
171	4.25	0.69	10	30	0	0	2	4	3	1	0	0	20.0	10.0
172	5.17	1.04	14	26	0	0	0	3	6	1	3	1	0.0	35.7
173	6.00	1.25	3	37	0	0	0	0	1	1	0	1	0.0	66.7
174	6.25	1.33	7	33	0	0	1	0	1	2	0	3	14.3	71.4
175	4.80	0.77	15	25	0	0	1	5	5	3	1	0	6.7	26.7
176	6.50	0.55	12	28	0	0	0	0	1	5	6	0	0.0	91.7
177	6.00	1.38	5	35	0	0	0	2	0	1	2	0	0.0	60.0
178	3.25	0.44	3	37	0	0	2	1	0	0	0	0	66.7	0.0
179	5.75	0.91	23	17	0	0	1	2	7	6	6	1	4.3	56.5
180	6.71	0.86	21	19	0	0	2	0	2	5	7	5	9.5	81.0
181	7.83	0.33	20	18	0	0	0	0	0	1	4	15	0.0	100.0
182	7.64	0.62	12	28	0	1	0	0	0	1	3	7	8.3	91.7
183	8.00	0.25	3	37	0	0	0	0	0	0	0	3	0.0	100.0
184	5.33	1.60	11	29	0	1	0	2	3	1	1	3	9.1	45.5
185	7.92	0.29	21	18	0	0	0	0	0	2	1	18	0.0	100.0
186	7.25	0.87	18	21	0	0	0	0	1	5	4	8	0.0	94.4
187	7.17	1.03	18	21	0	0	0	0	3	4	3	8	0.0	83.3
188	7.63	0.91	7	33	0	0	0	0	1	1	1	4	0.0	85.7
189	7.77	0.69	22	17	0	0	1	0	2	2	2	15	4.5	66.4
190	7.54	0.64	23	17	0	0	0	0	2	2	7	12	0.0	91.3
191	7.00	0.67	11	29	0	0	0	0	2	1	5	3	0.0	81.8
192	7.92	0.29	28	12	0	0	0	0	1	1	2	24	0.0	96.4
193	7.50	0.70	18	22	0	0	0	0	2	2	5	9	0.0	88.9
194	6.83	1.04	6	34	0	0	0	0	2	0	3	1	0.0	66.7
195	4.00	2.25	3	37	0	0	1	1	0	0	0	1	33.3	33.3
196	5.67	1.25	9	31	0	0	1	3	0	3	2	0	11.1	55.6
197	7.00	0.25	1	39	0	0	0	0	0	0	1	0	0.0	100.0
198	6.13	0.47	7	33	0	0	1	0	0	4	2	0	14.3	85.7
199	7.00	0.50	4	36	0	0	0	0	0	1	2	1	0.0	100.0
200	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
201	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
202	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
203	6.00	0.50	4	36	0	0	0	0	1	2	1	0	0.0	75.0
204	5.00	0.25	1	39	0	0	0	0	1	0	0	0	0.0	0.0
205	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0

					DISTRIBUTION OF SUPERVISOR EXPECTATIONS									
TASK	MDN	Q	N	NONE	O	Y+	3Y	Y	6M	3M	M	W	% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
206	6.75	0.94	3	37	0	0	0	0	1	0	2	0	0.0	66.7
207	7.00	1.25	3	37	0	0	0	0	1	0	1	1	0.0	66.7
208	5.50	1.00	8	32	0	0	0	2	2	2	2	0	0.0	50.0
209	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
210	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
211	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
212	7.00	0.25	2	38	0	0	0	0	0	0	2	0	0.0	100.0
213	6.50	0.63	6	34	0	0	1	0	0	2	3	0	16.7	83.3
214	8.00	0.25	1	39	0	0	0	0	0	0	0	1	0.0	100.0
215	8.00	0.25	2	38	0	0	0	0	0	0	0	2	0.0	100.0
216	7.00	0.25	2	38	0	0	0	0	0	0	2	0	0.0	100.0
217	6.50	0.50	2	38	0	0	0	0	0	1	1	0	0.0	100.0
218	7.75	0.44	3	37	0	0	0	0	0	0	1	2	0.0	100.0
219	7.17	0.54	6	34	0	0	0	0	0	1	3	2	0.0	100.0
220	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
221	7.83	2.33	4	36	0	0	1	0	0	0	0	3	25.0	75.0
222	5.00	0.25	1	39	0	0	0	0	1	0	0	0	0.0	0.0
223	0.0	0.0	0	40	0	0	0	0	0	0	0	1	0.0	100.0
224	8.00	0.25	1	39	0	0	0	0	0	0	0	0	0.0	0.0
225	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
226	5.00	0.25	2	38	0	0	0	0	2	0	0	0	0.0	0.0
227	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
228	6.00	0.25	1	39	0	0	0	0	0	1	0	0	0.0	100.0
229	6.71	0.78	13	27	1	0	0	0	2	2	7	1	7.7	76.9
230	7.50	0.63	6	34	0	0	0	0	1	0	2	3	0.0	83.3
231	6.86	0.56	22	17	0	0	0	0	1	6	11	4	0.0	95.5
232	5.50	0.75	4	36	0	0	0	0	2	1	1	0	0.0	50.0
233	6.33	1.44	11	29	1	0	0	2	0	3	3	2	9.1	72.7
234	6.00	0.25	1	39	0	0	0	0	0	1	0	0	0.0	100.0
235	7.00	0.50	4	36	0	0	0	0	0	1	2	1	0.0	100.0
236	6.50	0.50	2	38	0	0	0	0	0	1	1	0	0.0	100.0
237	7.67	0.57	15	24	0	0	1	0	1	0	4	9	6.7	86.7
238	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
239	7.00	1.00	8	32	0	0	0	1	1	0	4	2	0.0	75.0
240	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0

TASK	MDN	Q	N	NONE	DISTRIBUTION OF SUPERVISOR EXPECTATIONS								% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
					0	Y+	3Y	Y	6M	3M	M	W		
241	7.00	0.25	1	39	0	0	0	0	0	0	1	0	0.0	100.0
242	6.00	0.25	1	39	0	0	0	0	0	1	0	0	0.0	100.0
243	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
244	0.0	0.0	0	39	0	0	0	0	0	0	0	0	0.0	0.0
245	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
246	6.00	0.25	1	39	0	0	0	0	0	1	0	0	0.0	100.0
247	8.00	0.25	1	39	0	0	0	0	0	0	0	1	0.0	100.0
248	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
249	7.00	0.25	1	39	0	0	0	0	0	0	1	0	0.0	100.0
250	7.75	1.44	3	37	0	0	0	0	1	0	0	2	0.0	66.7
251	6.83	0.67	6	33	0	0	0	0	1	1	3	1	0.0	83.3
252	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
253	7.00	0.25	1	39	0	0	0	0	0	0	1	0	0.0	100.0
254	7.00	0.45	9	31	0	0	0	0	0	2	5	2	0.0	100.0
255	7.00	0.25	2	38	0	0	0	0	0	0	2	0	0.0	100.0
256	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
257	7.00	0.25	2	38	0	0	0	0	0	0	2	0	0.0	100.0
258	7.50	0.50	2	38	0	0	0	0	0	0	1	1	0.0	100.0
259	8.00	0.25	1	39	0	0	0	0	0	0	0	1	0.0	100.0
260	7.00	0.25	4	36	0	0	0	0	0	0	4	0	0.0	100.0
261	7.50	0.50	2	38	0	0	0	0	0	0	1	1	0.0	100.0
262	8.00	0.25	2	38	0	0	0	0	0	0	0	2	0.0	100.0
263	6.00	0.25	1	39	0	0	0	0	0	1	0	0	0.0	100.0
264	6.50	1.25	6	34	0	0	0	0	2	1	1	2	0.0	66.7
265	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
266	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
267	7.75	0.44	3	37	0	0	0	0	0	0	1	2	0.0	100.0
268	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
269	5.00	1.75	3	37	0	0	0	1	1	0	0	1	0.0	33.3
270	5.50	1.25	4	36	0	0	0	1	1	0	2	0	0.0	50.0
271	7.00	0.25	1	39	0	0	0	0	0	0	1	0	0.0	100.0
272	5.50	1.00	2	38	0	0	0	0	1	0	1	0	0.0	50.0
273	6.00	0.25	1	39	0	0	0	0	0	1	0	0	0.0	100.0
274	6.25	0.63	5	35	0	0	0	1	0	2	2	0	0.0	80.0
275	7.00	0.25	1	39	0	0	0	0	0	0	1	0	0.0	100.0

TASK	MDN	Q	N	NONE	DISTRIBUTION OF SUPERVISOR EXPECTATIONS								% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
					0	Y+	3Y	Y	6M	3M	M	W		
276	5.50	0.50	2	38	0	0	0	0	1	1	0	0	0.0	50.0
277	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
278	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
279	6.60	0.70	11	29	0	0	0	1	1	3	5	1	0.0	81.8
280	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
281	7.25	0.44	3	37	0	0	0	0	0	0	2	1	0.0	100.0
282	6.50	0.75	6	34	0	0	1	0	0	2	2	1	16.7	83.3
283	8.00	0.25	3	37	0	0	0	0	0	0	0	3	0.0	100.0
284	7.83	0.33	20	20	0	0	0	0	1	0	4	15	0.0	95.0
285	7.50	0.63	6	34	0	0	0	1	0	0	2	3	0.0	83.3
286	7.50	0.50	2	38	0	0	0	0	0	0	1	1	0.0	100.0
287	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
288	7.00	0.25	1	39	0	0	0	0	0	0	1	0	0.0	100.0
289	6.10	0.30	6	34	0	0	0	0	0	5	0	1	0.0	100.0
290	7.50	0.50	2	38	0	0	0	0	0	0	1	1	0.0	100.0
291	6.00	0.25	1	38	0	0	0	0	0	1	0	0	0.0	100.0
292	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
293	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
294	6.50	0.50	2	38	0	0	0	0	0	1	1	0	0.0	100.0
295	5.83	1.21	10	30	0	0	0	3	1	3	2	1	0.0	60.0
296	7.00	0.67	18	22	0	0	0	1	2	2	8	5	0.0	83.3
297	5.00	0.25	1	39	0	0	0	0	1	0	0	0	0.0	0.0
298	7.00	0.50	4	36	0	0	0	0	0	1	2	1	0.0	100.0
299	3.50	2.00	4	36	0	0	2	0	0	0	2	0	50.0	50.0
300	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
301	6.50	1.75	4	36	0	0	1	0	0	1	2	0	25.0	75.0
302	6.50	1.75	4	36	0	0	1	0	0	1	2	0	25.0	75.0
303	6.25	1.13	9	31	0	0	0	1	2	2	2	2	0.0	66.7
304	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
305	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
306	6.50	0.50	2	38	0	0	0	0	0	1	1	0	0.0	100.0
307	7.75	1.94	3	37	0	0	0	1	0	0	0	2	0.0	66.7
308	7.00	0.25	1	39	0	0	0	0	0	0	1	0	0.0	100.0
309	8.00	0.25	1	39	0	0	0	0	0	0	0	1	0.0	100.0
310	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0

				DISTRIBUTION OF SUPERVISOR EXPECTATIONS										
TASK	MDN	Q	N	NONE	O	Y+	3Y	Y	6M	3M	M	W	% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
311	6.[illegible]	1.63	4	36	0	0	1	0	0	0	3	0	25.0	75.0
312	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
313	4.25	0.81	5	35	0	1	0	2	1	1	0	0	20.0	20.0
314	5.00	1.13	7	33	0	1	0	2	1	2	1	0	14.3	42.9
315	6.83	1.54	6	34	0	0	0	2	0	0	3	1	0.0	66.7
316	7.00	0.33	8	32	0	0	0	0	1	0	6	1	0.0	87.5
317	7.25	0.44	3	37	0	0	0	0	0	0	2	1	0.0	100.0
318	5.00	0.63	7	33	0	0	0	2	3	2	0	0	0.0	28.6
319	7.00	0.50	12	28	0	0	0	0	1	2	6	3	0.0	91.7
320	7.77	0.94	22	17	0	0	0	0	4	2	1	15	0.0	81.8
321	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
322	5.83	0.96	14	25	0	0	0	2	4	3	5	0	0.0	57.1
323	6.50	0.67	12	28	0	0	0	0	2	4	5	1	0.0	83.3
324	6.00	1.25	6	34	0	0	0	0	2	2	0	2	0.0	66.7
325	6.13	0.79	22	18	0	0	1	2	3	8	6	2	4.5	72.7
326	6.00	0.50	4	36	0	0	0	0	1	2	1	0	0.0	75.0
327	7.90	0.30	35	5	1	0	0	0	0	1	4	29	2.9	97.1
328	6.83	0.33	4	36	0	0	0	0	0	1	3	0	0.0	100.0
329	7.17	0.94	20	20	0	0	1	1	2	2	6	8	5.0	80.0
330	7.04	0.56	28	11	0	0	0	1	2	4	13	8	0.0	89.3
331	7.10	0.53	20	20	0	0	0	0	1	3	10	6	0.0	95.0
332	5.75	0.94	3	37	0	0	0	1	0	2	0	0	0.0	66.7
333	7.69	0.49	29	11	0	0	0	0	1	0	10	18	0.0	96.6
334	6.38	1.06	13	27	0	0	1	1	1	4	2	4	7.7	76.9
335	7.67	0.54	10	30	0	0	0	0	0	1	3	6	0.0	100.0
336	7.50	0.75	20	20	0	0	0	0	2	3	5	10	0.0	90.0
337	7.94	0.28	19	21	0	0	0	0	0	0	2	17	0.0	100.0
338	7.91	0.29	33	6	0	0	0	0	0	2	3	28	0.0	100.0
339	7.97	0.27	32	8	0	0	0	0	0	0	2	30	0.0	100.0
340	7.66	0.52	32	8	0	0	0	0	2	0	11	19	0.0	93.8
341	7.43	0.61	19	20	0	0	0	1	1	1	7	9	0.0	89.5
342	7.20	0.58	22	18	0	0	0	0	0	4	10	8	0.0	100.0
343	7.93	0.29	31	9	0	0	0	0	0	0	4	27	0.0	100.0
344	7.97	0.27	32	7	0	0	0	0	0	0	2	30	0.0	100.0
345	7.74	0.51	29	10	0	0	0	0	1	2	7	19	0.0	96.6

TASK	MDN	Q	N	NONE	DISTRIBUTION OF SUPERVISOR EXPECTATIONS 0	Y+	3Y	Y	6M	3M	M	W	% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
346	7.95	0.28	32	8	1	0	0	0	0	0	2	29	3.1	96.9
347	6.93	0.63	30	10	0	0	0	0	4	5	14	7	0.0	86.7
348	7.83	0.33	36	4	0	0	0	0	2	0	7	27	0.0	94.4
349	7.98	0.26	23	17	1	0	0	0	0	0	0	22	4.3	95 7
350	7.67	0.67	5	35	0	0	0	0	0	1	1	3	0.0	100.0
351	7.82	0.37	26	14	0	0	0	0	0	1	6	19	0.0	100.0
352	7.90	0.30	29	10	0	0	0	0	0	0	5	24	0.0	100.0
353	7.78	0.41	23	17	0	0	0	0	0	0	7	16	0.0	100.0
354	6.69	0.70	17	23	0	0	1	0	2	4	8	2	5.9	82.4
355	6.83	0.33	4	36	0	0	0	0	0	1	3	0	0.0	100.0
356	7.98	0.26	31	7	1	0	0	0	0	0	0	30	3.2	96.6
357	6.67	0.67	5	35	0	0	1	0	0	1	3	0	20.0	80.0
358	7.50	0.63	6	34	0	0	0	0	0	1	2	3	0.0	100.0
359	7.59	0.61	20	20	1	0	0	0	0	2	6	11	5.0	95.0
360	7.53	0.60	29	11	0	0	0	0	0	4	10	15	0.0	100.0
361	7.72	0.47	31	9	0	0	0	0	0	1	10	20	0.0	100.0
362	7.91	0.30	32	8	0	0	0	0	0	0	5	27	0.0	100.0
363	7.03	0.44	30	10	0	0	0	0	3	3	17	7	0.0	90.0
364	7.00	0.25	1	39	0	0	0	0	0	0	1	0	0.0	100.0
365	7.60	0.57	9	31	1	0	0	0	0	0	3	5	11.1	88.9
366	7.55	0.50	19	21	0	0	0	0	0	0	9	10	0.0	100.0
367	7.87	0.32	33	7	0	0	0	0	0	0	7	26	0.0	100.0
368	6.50	1.00	4	36	0	0	0	0	0	2	0	2	0.0	100.0
369	8.00	0.25	1	39	0	0	0	0	0	0	0	1	0.0	100.0
370	7.17	0.33	4	36	0	0	0	0	0	0	3	1	0.0	100.0
371	8.00	0.25	1	39	0	0	0	0	0	0	0	1	0.0	100.0
372	7.25	0.44	3	37	0	0	0	0	0	0	2	1	0.0	100.0
373	7.50	0.50	4	36	0	0	0	0	0	0	2	2	0.0	100.0
374	6.75	0.44	3	37	0	0	0	0	0	1	2	0	0.0	100.0
375	7.98	0.26	23	16	0	0	0	0	0	0	1	22	0.0	100.0
376	7.96	0.27	26	13	0	0	0	0	0	0	2	24	0.0	100.0
377	7.93	0.29	8	32	0	0	0	0	0	0	1	7	0.0	100.0
378	7.50	0.63	12	28	1	0	0	1	0	0	4	6	8.3	83.3
379	7.00	0.25	1	39	0	0	0	0	0	0	1	0	0.0	100.0
380	7.81	0.39	22	18	0	0	0	0	1	1	4	16	0.0	95.5

TASK	MDN	Q	N	NONE	DISTRIBUTION OF SUPERVISOR EXPECTATIONS								% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
					0	Y+	3Y	Y	6M	3M	M	W		
381	7.75	0.69	9	31	0	0	0	0	0	2	1	6	0.0	100.0
382	7.70	0.55	8	31	0	0	0	0	0	1	2	5	0.0	100.0
383	8.00	0.25	1	39	0	0	0	0	0	0	0	1	0.0	100.0
384	8.00	0.25	35	5	0	0	0	0	0	0	0	35	0.0	100.0
385	8.00	0.25	1	39	0	0	0	0	0	0	0	1	0.0	100.0
386	7.92	0.29	22	18	0	0	0	1	0	0	2	19	0.0	95.5
387	5.50	1.25	4	36	0	0	0	1	1	0	2	0	0.0	50.0
388	7.00	0.25	3	37	0	0	0	0	0	0	3	0	0.0	100.0
389	7.15	0.69	27	13	0	0	1	1	1	4	10	10	3.7	88.9
390	7.95	0.27	24	16	0	0	0	0	0	0	2	22	0.0	100.0
391	6.96	0.38	20	19	0	0	0	0	1	3	13	3	0.0	95.0
392	7.80	0.40	31	9	0	0	0	0	0	1	8	22	0.0	100.0
393	7.93	0.28	26	13	1	0	0	0	0	1	1	23	3.8	96.2
394	7.93	0.29	24	16	3	0	0	0	0	0	0	21	12.5	87.5
395	7.98	0.26	32	8	0	0	0	0	0	0	1	31	0.0	100.0
396	7.57	0.61	13	27	0	0	0	0	1	1	4	7	0.0	92.3
397	7.83	0.33	8	32	0	0	0	0	0	0	2	6	0.0	100.0
398	7.75	0.44	15	25	0	0	0	0	0	0	5	10	0.0	100.0
399	7.36	0.56	18	22	0	0	0	0	1	1	8	8	0.0	94.4
400	6.75	0.54	8	31	0	0	0	0	0	3	4	1	0.0	100.0
401	7.87	0.32	33	6	0	0	0	0	0	2	5	26	0.0	100.0
402	7.92	0.29	29	11	0	0	0	0	0	1	3	25	0.0	100.0
403	6.75	0.44	3	37	0	0	0	0	0	1	2	0	0.0	100.0
404	7.93	0.28	25	14	0	0	0	0	1	0	2	22	0.0	96.0
405	7.00	0.42	5	35	0	0	0	0	0	1	3	1	0.0	100.0
406	7.93	0.28	17	23	0	0	0	0	0	0	2	15	0.0	100.0
407	7.80	0.39	28	11	0	0	0	0	0	0	8	20	0.0	100.0
408	7.96	0.27	13	27	0	0	0	0	0	0	1	12	0.0	100.0
409	7.82	0.36	23	17	0	0	0	0	1	0	5	17	0.0	95.7
410	7.50	0.50	2	38	0	0	0	0	0	0	1	1	0.0	100.0
411	7.98	0.26	27	13	0	0	0	0	0	0	1	26	0.0	100.0
412	4.00	0.25	1	39	0	0	0	1	0	0	0	0	0.0	0.0
413	4.00	0.25	1	39	0	0	0	1	0	0	0	0	0.0	0.0
414	4.50	1.50	2	38	0	0	0	1	0	0	1	0	0.0	50.0
415	6.00	1.25	3	37	0	0	0	1	0	1	1	0	0.0	66.7

TASK	MDN	Q	N	NONE	DISTRIBUTION OF SUPERVISOR EXPECTATIONS O								% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
					O	Y+	3Y	Y	6M	3M	M	W		
416	4.00	0.25	1	39	0	0	0	1	0	0	0	0	0.0	0.0
417	7.30	0.57	22	18	0	0	0	1	2	0	10	9	0.0	86.4
418	7.91	0.30	32	8	0	0	0	0	1	1	3	27	0.0	96.9
419	4.50	1.50	2	38	0	0	0	1	0	0	1	0	0.0	50.0
420	7.87	0.32	24	15	0	0	0	0	0	1	4	[illegible]	0.0	100.0
421	4.50	2.00	2	38	0	0	0	1	0	0	0	1	0.0	50.0
422	7.17	0.33	4	36	0	0	0	0	0	0	3	1	0.0	100.0
423	7.96	0.27	25	15	0	0	0	0	0	0	2	23	0.0	100.0
424	7.30	0.57	22	18	0	0	0	0	0	3	10	9	0.0	100.0
425	6.50	1.00	4	36	0	0	0	0	1	1	1	1	0.0	75.0
426	6.75	0.94	3	37	0	0	0	0	1	0	2	0	0.0	66.7
427	6.88	0.31	5	35	0	0	0	0	1	0	4	0	0.0	80.0
428	7.00	0.25	4	36	0	0	0	0	0	0	4	0	0.0	100.0
429	6.81	0.55	13	27	0	0	0	1	1	2	8	1	0.0	84.6
430	5.69	0.88	25	15	0	0	1	4	6	8	4	2	4.0	56.0
431	5.75	0.81	5	35	0	0	1	0	1	2	1	0	20.0	60.0
432	5.25	1.31	5	35	0	0	0	1	2	0	1	1	0.0	40.0
433	6.00	1.05	29	11	0	0	2	3	6	7	8	3	6.9	62.1
434	6.50	0.58	8	31	0	0	0	0	0	4	3	1	0.0	100.0
435	6.67	0.92	10	30	0	0	0	1	2	1	6	0	0.0	70.0
436	5.25	0.44	3	37	0	0	0	0	2	1	0	0	0.0	33.3
437	6.69	0.54	32	8	0	0	0	0	0	13	16	3	0.0	100.0
438	7.25	0.57	26	13	0	0	0	0	0	4	12	10	0.0	100.0
439	5.67	1.17	20	20	1	0	2	3	3	6	5	0	15.0	55.0
440	6.81	0.63	24	16	0	0	0	1	3	4	13	3	0.0	83.3
441	6.67	0.67	5	35	0	0	0	1	0	1	3	0	0.0	80.0
442	5.36	0.66	16	24	0	0	0	2	7	5	2	0	0.0	43.8
443	6.50	1.04	10	30	0	0	0	1	2	2	3	2	0.0	70.0
444	5.00	0.42	5	35	0	0	0	1	3	0	0	1	0.0	20.0
445	6.88	0.82	24	15	0	0	0	0	3	6	8	7	0.0	87.5
446	6.50	0.75	4	36	0	0	0	0	1	1	2	0	0.0	75.0
447	6.85	0.69	23	16	0	0	0	1	2	5	10	5	0.0	87.0
448	7.00	0.71	10	30	0	0	0	0	1	2	4	3	0.0	90.0
449	7.21	0.69	20	20	0	0	0	0	1	4	7	8	0.0	95.0
450	7.50	0.50	2	38	0	0	0	0	0	0	1	1	0.0	100.0

TASK	MDN	Q	N	NONE	DISTRIBUTION OF SUPERVISOR EXPECTATIONS 0	Y+	3Y	Y	6M	3M	M	W	% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
451	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
452	5.42	1.00	13	27	0	0	1	0	6	2	2	2	7.7	46.2
453	6.50	1.00	2	38	0	0	0	0	0	1	0	1	0.0	100.0
454	0.0	0.0	0	40	0	0	0	0	0	0	0	0	0.0	0.0
455	8.00	0.25	1	39	0	0	0	0	0	0	0	1	0.0	100.0
456	7.25	0.44	6	34	0	0	0	0	0	0	4	2	0.0	100.0
457	7.94	0.28	10	30	0	0	0	0	0	0	1	9	0.0	100.0
458	7.98	0.26	23	17	1	0	0	0	0	0	0	22	4.3	95.7
459	7.65	0.54	22	18	1	0	0	0	0	1	7	13	4.5	95.5
460	7.82	0.38	26	14	0	0	0	0	0	2	5	19	0.0	100.0
461	7.30	0.47	8	32	0	0	0	0	0	0	5	3	0.0	100.0
462	7.69	0.65	26	14	0	0	0	0	1	4	5	16	0.0	96.2
463	7.25	0.77	7	33	0	0	0	0	0	2	2	3	0.0	100.0
464	7.83	0.35	20	20	1	0	0	0	0	0	4	15	5.0	95.0
465	7.33	0.48	5	35	0	0	0	0	0	0	3	2	0.0	100.0
466	7.85	0.32	22	18	0	0	0	0	0	0	5	17	0.0	100.0
467	6.20	0.84	15	25	0	0	0	2	2	5	4	2	0.0	73.3
468	7.00	0.88	6	34	1	0	0	0	0	1	2	2	16.7	83.3
469	6.67	0.75	9	31	0	0	0	0	1	3	3	2	0.0	88.9
470	7.41	0.62	30	10	1	0	0	1	2	1	11	14	3.3	86.7
471	7.88	0.31	10	30	0	0	0	0	0	0	2	8	0.0	100.0
472	7.50	0.50	8	32	0	0	0	0	0	0	4	4	0.0	100.0
473	8.00	0.25	1	39	0	0	0	0	0	0	0	1	0.0	100.0
474	7.90	0.30	6	34	0	0	0	0	0	0	1	5	0.0	100.0
475	7.97	0.27	16	24	0	0	0	0	0	0	1	15	0.0	100.0
476	7.61	0.62	25	15	0	0	0	0	2	2	7	14	0.0	92.0
477	7.64	0.52	19	21	0	0	0	0	0	1	7	11	0.0	100.0
478	7.00	0.38	6	34	0	0	0	0	0	1	4	1	0.0	100.0
479	7.79	0.42	17	23	0	0	0	0	0	1	4	12	0.0	100.0
480	7.69	0.53	21	19	0	0	0	0	0	2	6	13	0.0	100.0
481	7.75	0.47	27	13	0	0	0	0	2	0	7	18	0.0	92.6
482	7.88	0.31	16	24	2	0	0	0	0	0	1	13	12.5	87.5
483	7.93	0.28	17	23	1	0	0	0	0	0	1	15	5.9	94.1
484	7.85	0.33	17	23	0	0	0	0	0	0	4	13	0.0	100.0
485	8.00	0.25	21	19	0	0	0	0	0	0	0	21	0.0	100.0

					DISTRIBUTION OF SUPERVISOR EXPECTATIONS								% NOT EXP IN 1ST YR	% EXP 3 MOS OR LESS
TASK	MDN	Q	N	NONE	0	Y+	3Y	Y	6M	3M	M	W		
486	8.00	0.25	9	31	0	0	0	0	0	0	0	9	0.0	100.0
487	7.50	0.50	8	32	0	0	0	0	0	0	4	4	0.0	100.0
488	8.00	0.25	4	36	0	0	0	0	0	0	0	4	0.0	100.0
489	7.96	0.27	26	14	0	0	0	0	0	1	1	24	0.0	100.0
490	7.96	0.27	14	26	0	0	0	0	0	1	0	13	0.0	100.0
491	7.96	0.27	13	27	0	0	0	0	0	1	0	12	0.0	100.0
492	7.94	0.28	18	22	0	0	0	0	0	0	2	16	0.0	100.0
			TOTALS:	14635	25	26	126	292	456	679	1254	2109		

Table C-6

Learning Location (Q12 and Q13)[a]

Question 12: Learning Location (Workers)

From your total experience as a General Secretary (with present and previous employers), judge where each job activity should be learned. That is, where should a General Secretary make the main effort to learn what needs to be known about each activity?

Categories of the Response Scale:

a. Prior to enrollment in a formal job training program (P).
b. In a formal training program or school before regular employment in the job (T).
c. On site (such as by job experience after employment or on-the-job training) (S).
d. Through prior employment experience in a related or lower entry occupation (E).
e. Other (comments to be written in) (0).
f. There is nothing that new General Secretaries would need to learn about the activity (such as when it is not part of the job or there is nothing of any real substance to learn) (N).

Question 13: Learning Location (Supervisors)

From your total experience in employing and supervising General Secretaries, judge where each job activity should be learned.

Categories of the Response Scale: Identical to those of Question 12.

Each of the 26 columns of Table C-6 is identified below.

Column 87:	Number of workers suggesting that the task essentially should be learned prior to formal training (P).

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[a] Question 12 was answered by workers in Group 2 for all tasks in the inventory. Question 13 was answered by supervisors only for those tasks checked on Q2.

Table C-6 - Continued

Column 88: Number of workers suggesting that the task should be learned mainly in formal training before employment (T).

Column 89: Number of workers suggesting that the task should be learned mainly on site, after employment (S).

Column 90: Number of workers suggesting that the task should be learned mainly through experience in other occupations (E).

Column 91: Number of workers suggesting learning locations other than those listed (0).

Note: Asterisks (*) appear next to frequency numbers in Columns 87-91 when that category receives 20% or more of the combined responses of P, T, S, E, and 0 (but not counting "nothing to learn" responses).

Column 92: Number of workers suggesting that no particular learning would be needed for the task.

Column 93: Number of workers indicating that the task is not considered as part of their job (Question 6). This entry is repeated here from Table C-3 (Column 36) to permit comparison with Column 92 (N). Obviously many workers suggested a learning location on Question 12, even though these same workers had indicated on Question 6 that the task was not part of their job. No attempt was made in this study to restrict the counting and summarizing of Question 12 responses to only those tasks on which each worker had indicated that it was at least of some minor significance to the job (Question 6).

Columns 94 through 97: Percent of workers suggesting that the main learning location be prior to training (P), training before employment (T), or the job situation itself (S). Since both categories S and E represent job experience of one sort or another, Column 97 reports the combined percent of workers using either of these responses for a task.

Table C-6 - Continued

Column 98:	Most common response (mode) given by workers, not considering the "nothing to learn" (N) category. Occasionally more than one category tied for most common use. The table displays as many as two modes for a task. If there were more than two modes, as may readily occur when very few workers suggest a learning location, the table displays the symbol "MM", an abbreviation for "multiple modes."
Column 99:	Percent of workers giving the modal response; with the percentage based on the combined number of responses using categories P, T, S, E, and 0 (but not including N responses).
Columns 100 through 105:	Same as Columns 87 through 92, but for supervisors' ratings. Column 105 (N) represents a true rating of no training need for a relevant task, since supervisors only answered Question 13 for tasks they had checked on Question 2. Though the N category may occasionally represent the modal response, no asterisk was printed to indicate this.
Column 106:	Similar to Column 93, but using negative responses to Question 2 by the 40 supervisors in Group 2.
Columns 107 through 112:	Same as Columns 94 through 99, but for supervisors' ratings.

TASK INVENTORY DATA SUMMARY
SECRETARIES - COMPOSITE

TABLE 6: LEARNING LOCATION
(Q12 & 13)

TASK	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE		SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE	
	P	T	S	E	O	N	Q6 NO	P	T	S	S+E	MO	%	P	T	S	E	O	N	Q2 NO	P	T	S	S+E	MO	%
1	2	6	30*	2	0	19	54	5.0	15.0	75.0	80.0	S	75.0	0	1	4*	1	0	0	34	0.0	16.7	66.7	83.3	S	66.7
2	0	17*	31*	8	0	3	28	0.0	30.4	55.4	69.6	S	55.4	0	2*	7*	0	0	0	31	0.0	22.2	77.8	77.8	S	77.8
3	0	11*	31*	8	0	9	29	0.0	22.0	62.0	78.0	S	62.0	0	1	15*	0	0	0	24	0.0	6.3	93.8	93.8	S	93.8
4	2	5	23*	8*	1	19	29	5.1	12.8	59.0	79.5	S	59.0	1	5*	7*	0	0	0	27	7.7	38.5	53.8	53.8	S	53.8
5	0	5	21*	9*	0	23	25	0.0	14.3	60.0	85.7	S	60.0	0	2	8*	3*	0	6	20	0.0	15.4	61.5	84.6	S	61.5
6	2	9	32*	14*	0	3	13	3.5	15.8	56.1	80.7	S	56.1	2	4	15*	4	0	0	15	8.0	16.0	60.0	76.0	S	60.0
7	7	21*	24*	6	0	1	10	12.1	36.2	41.4	51.7	S	41.4	2	10*	11*	2	0	0	15	8.0	40.0	44.0	52.0	S	44.0
8	2	18*	15*	2	0	22	45	5.4	48.6	40.5	45.9	T	48.6	0	0	4*	1*	0	1	34	0.0	0.0	80.0	99.9	S	80.0
9	7	5	16*	8*	0	23	35	19.4	13.9	44.4	66.7	S	44.4	1	1	10*	2	0	4	22	7.1	7.1	71.4	85.7	S	71.4
10	1	10*	25*	8	0	15	50	2.3	22.7	56.8	75.0	S	56.8	1	0	7*	1	0	0	31	11.1	0.0	77.8	88.9	S	77.8
11	8	18*	16*	11*	0	7	18	15.1	34.0	30.2	50.9	T	34.0	2	10*	8*	2	0	1	17	9.1	45.5	36.4	45.5	T	45.5
12	4	24*	14*	5	0	12	34	8.5	51.1	29.8	40.4	T	51.1	0	5*	4*	1	0	0	30	0.0	50.0	40.0	50.0	T	50.0
13	2	12*	15*	11*	0	19	51	5.0	30.0	37.5	65.0	S	37.5	0	3*	2*	1	0	0	34	0.0	50.0	33.3	50.0	T	50.0
14	1	11*	18*	9*	0	20	47	2.6	28.2	46.2	69.2	S	46.2	0	3*	2*	1	0	0	34	0.0	50.0	33.3	50.0	T	50.0
15	2	9	35*	4	0	10	24	4.0	18.0	70.0	78.0	S	70.0	1	6*	13*	4	0	0	16	4.2	25.0	54.2	70.8	S	54.2
16	2	13*	30*	9	0	4	10	3.7	24.1	55.6	72.2	S	55.6	0	17*	7*	4	0	0	12	0.0	60.7	25.0	39.3	T	60.7
17	2	17*	27*	7	0	6	22	3.8	32.1	50.9	64.2	S	50.9	1	12*	8*	2	0	0	16	4.3	52.2	34.8	43.5	T	52.2
18	4	27*	15*	5	0	8	32	7.8	52.9	29.4	39.2	T	52.9	2	7*	6*	1	0	0	24	12.5	43.8	37.5	43.8	T	43.8
19	3	23*	14*	3	0	16	45	7.0	53.5	32.6	39.5	T	53.5	0	2*	1*	0	0	0	37	0.0	66.7	33.3	33.3	T	66.7
20	3	10	31*	7	0	8	24	5.9	19.6	60.8	74.5	S	60.8	0	7*	12*	0	0	0	21	0.0	36.8	63.2	63.2	S	63.2
21	2	9*	23*	4	0	21	46	5.3	23.7	60.5	71.1	S	60.5	0	4*	4*	1	0	0	31	0.0	44.4	44.4	55.6	TS	44.4
22	2	12*	26*	6	0	13	33	4.3	26.1	56.5	69.6	S	56.5	0	3*	7*	2	1	0	26	0.0	23.1	53.8	69.2	S	53.8
23	4	17*	18*	11*	0	10	31	8.0	34.0	36.0	58.0	S	36.0	0	9*	3*	0	0	0	28	0.0	75.0	25.0	25.0	T	75.0
24	1	10*	19*	12*	0	17	45	2.4	23.8	45.2	73.8	S	45.2	0	3*	2*	0	0	0	35	0.0	60.0	40.0	40.0	T	60.0
25	0	4	37*	11*	1	6	26	0.0	7.5	69.8	90.6	S	69.8	0	3*	9*	1	1	0	26	0.0	21.4	64.3	71.4	S	64.3
26	1	12*	30*	7	1	8	30	2.0	23.5	58.8	72.5	S	58.8	1	2	10*	0	0	0	27	7.7	15.4	76.9	76.9	S	76.9
27	4	11*	31*	9	0	5	8	7.3	20.0	56.4	72.7	S	56.4	0	10*	14*	5	0	1	10	0.0	34.5	48.3	65.5	S	48.3
28	2	20*	16*	6	0	15	54	4.5	45.5	36.4	50.0	T	45.5	0	2*	1*	0	0	0	37	0.0	66.7	33.3	33.3	T	66.7
29	3	6	29*	10*	0	11	35	6.3	12.5	60.4	81.2	S	60.4	0	5*	1	3*	0	2	29	0.0	55.6	11.1	44.4	T	55.6
30	5	5	26*	8*	0	15	38	11.4	11.4	59.1	77.3	S	59.1	0	2*	4*	2*	0	2	29	0.0	25.0	50.0	75.0	S	50.0

	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE		SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE	
TASK	P	T	S	E	O	N	Q6 NO	P	T	S	S+E	MO	%	P	T	S	E	O	N	Q7 NO	P	T	S	S+E	MO	%
31	2	20*	11*	8	0	19	46	4.9	48.8	26.8	46.3	T	48.8	0	3*	1	1	1	0	34	0.0	50.0	16.7	33.3	T	50.0
32	2	9*	25*	4	0	19	50	5.0	22.5	62.5	72.5	S	62.5	1*	2*	1*	1*	0	0	35	20.0	40.0	20.0	40.0	T	40.0
33	1	2	38*	4	0	14	35	2.2	4.4	84.4	93.3	S	84.4	0	0	8*	0	0	4	28	0.0	0.0	99.9	99.9	S	99.9
34	4	11	32*	10	0	3	5	7.0	19.3	56.1	73.7	S	56.1	0	6*	15*	2	1	0	15	0.0	25.0	62.5	70.8	S	62.5
35	3	6	36*	3	0	11	45	6.3	12.5	75.0	81.3	S	75.0	0	1	3*	3*	0	1	32	0.0	14.3	42.9	85.7	SE	42.9
36	3	14*	29*	8	0	6	19	5.6	25.9	53.7	68.5	S	53.7	0	3*	9*	3*	0	0	25	0.0	20.0	60.0	80.0	S	60.0
37	7	29*	15*	8	0	1	13	11.9	49.2	25.4	39.0	T	49.2	2	14*	3	0	0	0	19	10.5	73.7	15.8	15.8	T	73.7
38	7	9	26*	13*	0	5	1	12.7	16.4	47.3	70.9	S	47.3	6	9*	12*	3	1	2	6	19.4	29.0	38.7	48.4	S	38.7
39	2	17*	28*	7	0	5	19	3.7	31.5	51.9	64.8	S	51.9	0	3*	8*	1	0	1	27	0.0	25.0	66.7	75.0	S	66.7
40	1	13*	29*	3	0	13	42	2.2	28.3	63.0	69.6	S	63.0	1	2*	7*	0	0	0	30	10.0	20.0	70.0	70.0	S	70.0
41	3	21*	15*	2	0	18	55	7.3	51.2	36.6	41.5	T	51.2	0	1	4*	0	2*	0	33	0.0	14.3	57.1	57.1	S	57.1
42	3	6	18*	9*	0	23	41	8.3	16.7	50.0	75.0	S	50.0	0	1	2*	3*	0	1	33	0.0	16.7	33.3	83.3	E	50.0
43	0	12*	16*	10*	0	21	43	0.0	31.6	42.1	68.4	S	42.1	0	1	10*	2	0	0	27	0.0	7.7	76.9	92.3	S	76.9
44	10*	11*	17*	4	0	18	22	23.8	26.2	40.5	50.0	S	40.5	2	1	6*	3*	0	8	20	16.7	8.3	50.0	75.0	S	50.0
45	1	14*	14*	8*	0	22	46	2.7	37.8	37.8	59.5	TS	37.8	0	1	5*	1	0	0	33	0.0	14.3	71.4	85.7	S	71.4
46	3	10*	12*	4	0	30	56	10.3	34.5	41.4	55.2	S	41.4	0	0	2*	2*	0	0	36	0.0	0.0	50.0	99.9	SE	50.0
47	3	10*	16*	8*	0	22	45	8.1	27.0	43.2	64.9	S	43.2	2*	1*	1*	1*	0	2	33	40.0	20.0	20.0	40.0	P	40.0
48	5	14*	25*	11*	0	5	9	9.1	25.5	45.5	65.5	S	45.5	1	6*	13*	3	1	3	13	4.2	25.0	54.2	66.7	S	54.2
49	3	4	27*	8	0	16	41	7.1	9.5	64.3	83.3	S	64.3	0	1	9*	2	1	3	24	0.0	7.7	69.2	84.6	S	69.2
50	4	2	27*	6	0	19	38	10.3	5.1	69.2	84.6	S	69.2	1	3*	6*	1	0	2	27	9.1	27.3	54.5	63.6	S	54.5
51	2	8*	22*	3	0	24	50	5.7	22.9	62.9	71.4	S	62.9	0	1	4*	2*	0	0	33	0.0	14.3	57.1	85.7	S	57.1
52	1	21*	8*	5	2	23	56	2.7	56.8	21.6	35.1	T	56.8	1	1	4*	0	0	1	33	16.7	16.7	66.7	66.7	S	66.7
53	3	21*	6	8*	1	21	53	7.7	53.8	15.4	35.9	T	53.8	1	5*	0	0	0	0	34	16.7	83.3	0.0	0.0	T	83.3
54	1	10*	21*	2	0	25	51	2.9	29.4	61.8	67.6	S	61.8	0	3*	1*	0	0	0	36	0.0	75.0	25.0	25.0	T	75.0
55	1	4	29*	5	0	20	50	2.6	10.3	74.4	87.2	S	74.4	0	0	4*	2*	0	0	34	0.0	0.0	66.7	100.0	S	66.7
56	11*	2	18*	7	0	21	49	28.9	5.3	47.4	65.8	S	47.4	0	1*	3*	0	0	1	35	0.0	25.0	75.0	75.0	S	75.0
57	0	15*	15*	6	1	23	51	0.0	40.5	40.5	56.8	TS	40.5	1	2*	3*	1	0	0	33	14.3	28.6	42.9	57.1	S	42.9
58	3	4	27*	8	0	18	35	7.1	9.5	64.3	83.3	S	64.3	0	2	12*	1	0	0	24	0.0	13.3	80.0	86.7	S	80.0
59	0	7	31*	6	0	15	34	0.0	15.9	70.5	84.1	S	70.5	1	0	8*	3*	0	1	27	8.3	0.0	66.7	91.7	S	66.7
60	1	5	22*	3	1	28	55	3.1	15.6	68.8	78.1	S	68.8	0	0	3*	1*	0	1	35	0.0	0.0	75.0	99.9	S	75.0
61	2	21*	23*	11	0	3	13	3.5	36.8	40.4	59.6	S	40.4	1	13*	10*	2	0	0	14	3.8	50.0	38.5	46.2	T	50.0
62	9	29*	10	9	0	3	6	15.8	50.9	17.5	33.3	T	50.9	2	24*	1	1	1	0	11	6.9	82.8	3.4	6.9	T	82.8
63	5	18*	22*	4	0	10	28	10.2	36.7	44.9	53.1	S	44.9	1	10*	2	2	0	1	24	6.7	66.7	13.3	26.7	T	66.7
64	3	32*	3	2	0	20	43	7.5	80.0	7.5	12.5	T	80.0	0	5*	0	0	0	0	35	0.0	99.9	0.0	0.0	T	99.9
65	2	9	31*	5	0	11	28	4.3	19.1	66.0	76.6	S	66.0	0	4*	10*	1	0	0	25	0.0	26.7	66.7	73.3	S	66.7

TASK	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE		SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE	
	P	T	S	E	O	N	66 NO	P	T	S	S+E	MO	%	P	T	S	E	O	N	02 NO	P	T	S	S+E	MO	%
66	3	19*	7	9*	0	22	54	7.9	50.0	18.4	42.1	T	50.0	0	1*	2*	0	0	0	37	0.0	33.3	66.7	66.7	S	66.7
67	1	15*	12*	9*	0	23	55	2.7	40.5	32.4	56.8	T	40.5	1*	3*	1*	0	0	0	35	20.0	60.0	20.0	20.0	T	60.0
68	1	20*	8*	6	1	24	57	2.8	55.6	22.2	38.9	T	55.6	1*	1*	1*	0	0	0	37	33.3	33.3	33.3	33.3	MM	0.0
69	0	17*	15*	5	0	23	54	0.0	45.9	40.[illegible]	54.1	T	45.9	1	1	4*	1	0	0	33	14.3	14.3	57.1	71.4	S	57.1
70	1	15*	16*	4	0	24	51	2.8	41.7	44.4	55.6	S	44.4	1*	0	1*	0	0	0	38	50.0	0.0	50.0	50.0	PS	50.0
71	2	10*	15*	4	0	29	58	6.5	32.3	48.4	61.3	S	48.4	0	1*	1*	0	0	0	38	0.0	50.0	50.0	50.0	TS	50.0
72	0	0	31*	1	0	27	37	0.0	0.0	96.9	99.9	S	96.9	0	0	8*	0	0	10	22	0.0	0.0	99.9	99.9	S	99.9
73	2	16*	14*	10*	0	18	49	4.8	38.1	33.3	57.1	T	38.1	0	2*	0	1*	0	0	37	0.0	66.7	0.0	33.3	T	66.7
74	3	9	32*	9	0	7	20	5.7	17.0	60.4	77.4	S	60.4	0	5*	11*	2	0	2	19	0.0	27.8	61.1	72.2	S	61.1
75	1	1	46*	7	0	5	10	1.8	1.8	83.6	96.4	S	83.6	0	1	23*	2	0	0	14	0.0	3.8	88.5	96.2	S	88.5
76	2	8	26*	8	0	14	27	4.5	18.2	59.1	77.3	S	59.1	0	3	16*	2	0	2	17	0.0	14.3	76.2	85.7	S	76.2
77	3	14*	17*	11*	0	14	20	6.7	31.1	37.8	62.2	S	37.8	2	8*	9*	1	2	4	14	9.1	36.4	40.9	45.5	S	40.9
78	2	5	36*	9	0	8	12	3.8	9.6	69.2	86.5	S	69.2	0	5	19*	3	0	2	11	0.0	18.5	70.4	81.5	S	70.4
79	1	10*	28*	5	0	15	39	2.3	22.7	63.6	75.0	S	63.6	0	1*	4*	0	0	0	35	0.0	20.0	80.0	80.0	S	80.0
80	1	6	25*	5	0	22	48	2.7	16.2	67.6	81.1	S	67.6	0	0	4*	2*	0	0	34	0.0	0.0	66.7	100.0	S	66.7
81	2	12*	16*	10*	0	20	47	5.0	30.0	40.0	65.0	S	40.0	1	4*	5*	1	0	1	28	9.1	36.4	45.5	54.5	S	45.5
82	2	4	25*	5	0	23	25	5.6	11.1	69.4	83.3	S	69.4	1	1	12*	1	0	2	22	6.7	6.7	80.0	86.7	S	80.0
83	0	6	34*	5	0	15	18	0.0	13.3	75.6	86.7	S	75.6	0	0	7*	2*	0	1	30	0.0	0.0	77.8	100.0	S	77.8
84	6	11*	23*	11*	0	8	13	11.8	21.6	45.1	66.7	S	45.1	1	7*	14*	1	0	2	15	4.3	30.4	60.9	65.2	S	60.9
85	3	18*	13*	9*	0	17	57	7.0	41.9	30.2	51.2	T	41.9	0	2*	2*	1*	0	0	35	0.0	40.0	40.0	60.0	TS	40.0
86	0	6	38*	9	0	6	9	0.0	11.3	71.7	88.7	S	71.7	2	8*	22*	2	0	0	6	5.9	23.5	64.7	70.6	S	64.7
87	1	11*	12*	5	0	31	55	3.4	37.9	41.4	58.6	S	41.4	0	0	1*	1*	1*	2	35	0.0	0.0	33.3	66.7	MM	0.0
88	0	9	36*	1	0	12	43	0.0	19.6	78.3	80.4	S	78.3	1	2*	6*	0	0	0	31	11.1	22.2	66.7	66.7	S	66.7
89	1	14*	26*	2	0	16	33	2.3	32.6	60.5	65.1	S	60.5	2*	2*	4*	1	0	0	31	22.2	22.2	44.4	55.6	S	44.4
90	6	23*	19*	2	0	10	26	12.0	46.0	38.0	42.0	T	46.0	1	13*	0	0	0	0	26	7.1	92.9	0.0	0.0	T	92.9
91	4	11*	21*	1	0	22	55	10.8	29.7	56.8	59.5	S	56.8	0	2*	0	1*	0	2	35	0.0	66.7	0.0	33.3	T	66.7
92	5	22*	16*	11*	0	4	6	9.3	40.7	29.6	50.0	T	40.7	1	16*	6*	1	0	0	16	4.2	66.7	25.0	29.2	T	66.7
93	3	17*	16*	3	0	19	42	7.7	43.6	41.0	48.7	T	43.6	0	3*	1*	0	0	0	36	0.0	75.0	25.0	25.0	T	75.0
94	4	19*	10*	2	0	23	53	11.4	54.3	28.6	34.3	T	54.3	0	2*	0	0	0	0	38	0.0	99.9	0.0	0.0	T	99.9
95	1	12*	24*	4	0	17	39	2.4	29.3	58.5	68.3	S	58.5	1	1	4*	1	2*	0	31	11.1	11.1	44.4	55.6	S	44.4
96	2	5	42*	6	0	5	5	3.6	9.1	76.4	87.3	S	76.4	1	8*	19*	3	0	0	8	3.2	25.8	61.3	71.0	S	61.3
97	0	10*	34*	4	0	11	32	0.0	20.8	70.8	79.2	S	70.8	0	1	9*	0	0	0	30	0.0	10.0	90.0	90.0	S	90.0
98	2	9	30*	7	0	11	36	4.2	18.8	62.5	77.1	S	62.5	0	1	5*	3*	0	0	30	0.0	11.1	55.6	88.9	S	55.6
99	3	8	32*	5	0	11	30	6.3	16.7	66.7	77.1	S	66.7	0	3*	5*	2*	0	0	30	0.0	30.0	50.0	70.0	S	50.0
100	16*	34*	4	4	0	2	14	27.6	58.6	6.9	13.8	T	58.6	4*	15*	0	0	0	0	20	21.1	78.9	0.0	0.0	T	78.9

	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE		SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE	
TASK	P	T	S	E	O	N	Q6 NO	P	T	S	S+E	MO	%	P	T	S	E	O	N	Q2 NO	P	T	S	S+E	MO	%
101	1	14*	12*	7*	0	26	45	2.9	41.2	35.3	55.9	T	41.2	0	5*	3*	2*	0	0	30	0.0	50.0	30.0	50.0	T	50.0
102	2	9*	11*	8*	0	30	54	6.7	30.0	36.7	63.3	S	36.7	1*	2*	0	1*	1*	0	35	20.0	40.0	0.0	20.0	T	40.0
103	1	13*	10*	8*	0	28	59	3.1	40.6	31.3	56.3	T	40.6	0	1*	2*	0	0	0	37	0.0	33.3	66.7	66.7	S	66.7
104	4	8	29*	8	0	11	17	8.2	16.3	59.2	75.5	S	59.2	0	1	19*	3	0	0	16	0.0	4.3	82.6	95.7	S	82.6
105	2	6	26*	6	0	20	30	5.0	15.0	65.0	80.0	S	65.0	0	3*	6*	1	0	1	29	0.0	30.0	60.0	70.0	S	60.0
106	3	12*	15*	2	0	28	59	9.4	37.5	46.9	53.1	S	46.9	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
107	8	8	21*	7	0	15	24	18.2	18.2	47.7	63.6	S	47.7	2	8*	2	1	0	5	22	15.4	61.5	15.4	23.1	T	61.5
108	5	25*	13*	7	0	9	35	10.0	50.0	26.0	40.0	T	50.0	0	8*	0	0	0	0	32	0.0	99.9	0.0	0.0	T	99.9
109	0	18*	11*	11*	0	20	45	0.0	45.0	27.5	55.0	T	45.0	0	6*	3*	5*	1	0	25	0.0	40.0	20.0	53.3	T	40.0
110	0	18*	10*	11*	0	21	44	0.0	46.2	25.6	53.8	T	46.2	0	4*	2	4*	1	0	29	0.0	36.4	18.2	54.5	TE	36.4
111	0	16*	17*	5	0	21	56	0.0	42.1	44.7	57.9	S	44.7	0	2*	3*	2*	0	0	32	0.0	28.6	42.9	71.4	S	42.9
112	1	10*	21*	9*	0	18	45	2.4	24.4	51.2	73.2	S	51.2	0	6*	5*	1	0	0	28	0.0	50.0	41.7	50.0	T	50.0
113	2	16*	21*	11*	0	9	24	4.0	32.0	42.0	64.0	S	42.0	3	12*	1	1	1	1	21	16.7	66.7	5.6	11.1	T	66.7
114	2	8	22*	10*	0	17	42	4.8	19.0	52.4	76.2	S	52.4	1	4*	3*	1	0	0	31	11.1	44.4	33.3	44.4	T	44.4
115	1	16*	19*	9*	0	14	33	2.2	35.6	42.2	62.2	S	42.2	0	6*	1	1	0	0	32	0.0	75.0	12.5	25.0	T	75.0
116	2	10*	23*	6	0	18	37	4.9	24.4	56.1	70.7	S	56.1	1	4*	6*	3*	0	0	26	7.1	28.6	42.9	64.3	S	42.9
117	0	16*	9*	11*	0	23	50	0.0	44.4	25.0	55.6	T	44.4	0	2*	0	3*	0	0	35	0.0	40.0	0.0	60.0	E	60.0
118	13*	19*	10*	7	0	10	25	26.5	38.8	20.4	34.7	T	38.8	4*	10*	0	0	0	0	25	28.6	71.4	0.0	0.0	T	71.4
119	14*	18*	10*	7	0	10	30	28.6	36.7	20.4	34.7	T	36.7	3*	11*	0	0	0	0	26	21.4	78.6	0.0	0.0	T	78.6
120	5	2	23*	7	0	23	12	13.5	5.4	62.2	81.1	S	62.2	2	1	7*	1	0	12	17	18.2	9.1	63.6	72.7	S	63.6
121	2	6	34*	12*	0	6	6	3.7	11.1	63.0	85.2	S	63.0	2	5*	14*	2	1	0	15	8.3	20.8	58.3	66.7	S	58.3
122	5	9*	20*	5	0	20	52	12.8	23.1	51.3	64.1	S	51.3	0	2*	2*	0	0	0	36	0.0	50.0	50.0	50.0	T	50.0
123	6	9*	15*	10*	0	20	30	15.0	22.5	37.5	62.5	S	37.5	2	3*	5*	4*	1	2	23	13.3	20.0	33.3	60.0	S	33.3
124	8*	10*	9*	4	0	28	54	25.8	32.3	29.0	41.9	T	32.3	0	3*	0	0	0	0	37	0.0	99.9	0.0	0.0	T	99.9
125	0	4	29*	6	0	21	16	0.0	10.3	74.4	89.7	S	74.4	0	0	15*	2	0	4	19	0.0	0.0	88.2	100.0	S	88.2
126	1	5	34*	10*	0	9	11	2.0	10.0	68.0	88.0	S	68.0	1	2	19*	1	0	0	17	4.3	8.7	82.6	87.0	S	82.6
127	3	1	22*	3	0	31	43	10.3	3.4	75.9	86.2	S	75.9	0	0	3*	1*	0	4	31	0.0	0.0	75.0	99.9	S	75.0
128	5	7	24*	10*	0	14	1	10.9	15.2	52.2	73.9	S	52.2	2	11*	12*	1	0	8	6	7.7	42.3	46.2	50.0	S	46.2
129	1	4	24*	9*	0	22	26	2.6	10.5	63.2	86.8	S	63.2	0	1	4*	2*	0	1	31	0.0	14.3	57.1	85.7	S	57.1
130	2	4	16*	3	0	34	52	8.0	16.0	64.0	76.0	S	64.0	0	0	3*	0	0	0	37	0.0	0.0	99.9	59.9	S	99.9
131	3	4	19*	7*	0	27	40	9.1	12.1	57.6	78.8	S	57.6	0	0	6*	0	0	2	32	0.0	0.0	99.9	99.9	S	99.9
132	3	5	28*	6	0	18	38	7.1	11.9	66.7	81.0	S	66.7	0	1	5*	0	0	1	33	0.0	16.7	83.3	83.3	S	83.3
133	2	1	27*	6	0	24	34	5.6	2.8	75.0	91.7	S	75.0	0	1*	2*	1*	0	3	33	0.0	25.0	50.0	75.0	S	50.0
134	2	0	22*	3	0	32	47	7.4	0.0	81.5	92.6	S	81.5	0	0	0	1*	0	0	39	0.0	0.0	0.0	99.9	E	99.9
135	2	12*	28*	10	0	7	9	3.8	23.1	53.8	73.1	S	53.8	2	8*	8*	2	0	3	17	10.0	40.0	40.0	50.0	TS	40.0

TASK	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES P	T	S	E	O	N	06 NO	PERCENTAGES P	T	S	S+E	MODE MO	%	SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES P	T	S	E	O	N	02 NO	PERCENTAGES P	T	S	S+E	MODE MO	%
136	1	2	25*	1	0	30	54	3.4	6.9	86.2	89.7	S	86.2	0	0	3*	0	0	0	37	0.0	0.0	99.9	99.9	S	99.9
137	6*	3	16*	1	1	32	53	22.2	11.1	59.3	63.0	S	59.3	1*	1*	0	0	0	0	38	50.0	50.0	0.0	0.0	PT	50.0
138	5	13*	29*	6	0	7	8	9.4	24.5	54.7	66.0	S	54.7	1	9*	8*	5*	0	2	14	4.3	39.1	34.8	56.5	T	39.1
139	2	4	29*	6	0	19	37	4.9	9.8	70.7	85.4	S	70.7	1*	0	3*	0	0	2	34	25.0	0.0	75.0	75.0	S	75.0
140	1	11*	25*	6	0	16	41	2.3	25.6	58.1	72.1	S	58.1	0	0	5*	2*	0	0	33	0.0	0.0	71.4	100.0	S	71.4
141	2	7	32*	11*	0	8	26	3.8	13.5	61.5	82.7	S	61.5	2*	1	4*	1	0	0	32	25.0	12.5	50.0	62.5	S	50.0
142	3	13*	28*	9	0	7	17	5.7	24.5	52.8	69.8	S	52.8	1	5*	6*	1	0	1	26	7.7	38.5	46.2	53.8	S	46.2
143	2	1	12*	2	0	42	48	11.8	5.9	70.6	82.4	S	70.6	0	0	0	0	0	5	35	0.0	0.0	0.0	0.0		0.0
144	3	0	15*	1	0	40	44	15.8	0.0	78.9	84.2	S	78.9	3*	0	2*	0	0	5	30	60.0	0.0	40.0	40.0	P	60.0
145	3	11*	15*	3	0	27	58	9.4	34.4	46.9	56.3	S	46.9	0	2*	0	0	0	0	38	0.0	99.9	0.0	0.0	T	99.9
146	2	5	20*	6	0	27	38	6.1	15.2	60.6	78.8	S	60.6	1*	1*	0	0	0	2	36	50.0	50.0	0.0	0.0	PT	50.0
147	1	12*	26*	13*	0	8	13	1.9	23.1	50.0	75.0	S	50.0	1	7*	6*	2	0	2	22	6.3	43.8	37.5	50.0	T	43.8
148	5*	0	11*	3	0	39	43	26.3	0.0	57.9	73.7	S	57.9	1*	0	1*	0	0	2	36	50.0	0.0	50.0	50.0	PS	50.0
149	0	3	35*	2	0	19	9	0.0	7.5	87.5	92.5	S	87.5	0	0	9*	1	1	8	21	0.0	0.0	81.8	90.9	S	81.8
150	1	1	19*	3	0	36	58	4.2	4.2	79.2	91.7	S	79.2	0	0	0	0	0	1	39	0.0	0.0	0.0	0.0		0.0
151	3	4	16*	5	0	32	54	10.7	14.3	57.1	75.0	S	57.1	0	1*	1*	0	0	0	38	0.0	50.0	50.0	50.0	TS	50.0
152	0	4	30*	6	0	19	40	0.0	10.0	75.0	90.0	S	75.0	0	2	7*	2	0	0	29	0.0	18.2	63.6	81.8	S	63.6
153	0	4	39*	9	0	8	9	0.0	7.7	75.0	92.3	S	75.0	0	3	13*	4	2	1	17	0.0	13.6	59.1	77.3	S	59.1
154	5	23*	18*	10	0	4	10	8.9	41.1	32.1	50.0	T	41.1	1	15*	1	3	1	0	19	4.8	71.4	4.8	19.0	T	71.4
155	2	9*	20*	6	0	21	37	5.4	24.3	54.1	70.3	S	54.1	1	3*	6*	1	0	0	29	9.1	27.3	54.5	63.6	S	54.5
156	1	13*	12*	8*	0	25	46	2.9	38.2	35.3	58.8	T	38.2	0	3*	7*	1	0	0	29	0.0	27.3	63.6	72.7	S	63.6
157	2	15*	23*	10*	0	10	22	4.0	30.0	46.0	66.0	S	46.0	1	3*	7*	3*	0	0	25	7.1	21.4	50.0	71.4	S	50.0
158	1	18*	10*	5	0	25	47	2.9	52.9	29.4	44.1	T	52.9	0	1*	3*	0	0	0	36	0.0	25.0	75.0	75.0	S	75.0
159	3	6	27*	7	0	16	31	7.0	14.0	62.8	79.1	S	62.8	1	1	4*	0	0	1	33	16.7	16.7	66.7	66.7	S	66.7
160	4	9*	21*	8	0	17	33	9.5	21.4	50.0	69.0	S	50.0	1	2*	3*	2*	0	1	31	12.5	25.0	37.5	62.5	S	37.5
161	6	5	23*	10*	0	16	20	13.6	11.4	52.3	75.0	S	52.3	2	4*	4*	1	0	0	29	18.2	36.4	36.4	45.5	TS	36.4
162	5	5	18*	10*	0	20	43	13.2	13.2	47.4	73.7	S	47.4	0	1*	3*	0	0	0	36	0.0	25.0	75.0	75.0	S	75.0
163	4	6	26*	9*	0	14	26	8.9	13.3	57.8	77.8	S	57.8	0	2	11*	1	0	1	25	0.0	14.3	78.6	85.7	S	78.6
164	4	6	21*	10*	0	18	30	9.8	14.6	51.2	75.6	S	51.2	2	1	7*	1	0	1	28	18.2	9.1	63.6	72.7	S	63.6
165	2	9*	17*	6	0	25	49	5.9	26.5	50.0	67.6	S	50.0	0	4*	2*	0	0	0	34	0.0	66.7	33.3	33.3	T	66.7
166	1	15*	14*	10*	0	18	37	2.5	37.5	35.0	60.0	T	37.5	0	2*	6*	0	0	0	22	0.0	25.0	75.0	75.0	S	75.0
167	2	15*	13*	9*	0	20	44	5.1	38.5	33.3	56.4	T	38.5	0	4*	3*	0	0	0	33	0.0	57.1	42.9	42.9	T	57.1
168	1	17*	11*	5	0	25	54	2.9	50.0	32.4	47.1	T	50.0	0	1*	2*	0	0	0	37	0.0	33.3	66.7	66.7	S	66.7
169	2	11*	13*	8*	0	25	48	5.9	32.4	38.2	61.8	S	38.2	0	2*	4*	0	0	0	34	0.0	33.3	66.7	66.7	S	66.7
170	1	19*	11*	2	0	26	55	3.0	57.6	33.3	39.4	T	57.6	0	2*	2*	0	0	1	35	0.0	50.0	50.0	50.0	TS	50.0

	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE		SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE	
TASK	P	T	S	E	O	N	Q6 NO	P	T	S	S+E	MO	%	P	T	S	E	O	N	Q2 NO	P	T	S	S+E	MO	%
171	0	17*	15*	5	0	22	39	0.0	45.9	40.5	54.1	T	45.9	0	3	10*	2	2	0	23	0.0	17.6	58.8	70.6	S	58.8
172	1	20*	18*	6	0	14	34	2.2	44.4	40.0	53.3	T	44.4	0	6*	5*	1	1	1	26	0.0	46.2	38.5	46.2	T	46.2
173	1	20*	18*	7	0	13	35	2.2	43.5	39.1	54.3	T	43.5	0	5*	5*	0	0	1	29	0.0	50.0	50.0	50.0	TS	50.0
174	3	14*	13*	4	0	25	52	8.8	41.2	38.2	50.0	T	41.2	1	1	3*	1	0	1	33	16.7	16.7	50.0	66.7	S	50.0
175	0	9	30*	9	0	11	19	0.0	18.8	62.5	81.3	S	62.5	0	2	12*	4*	0	1	20	0.0	11.1	66.7	88.9	S	66.7
176	3	22*	12*	6	0	16	41	7.0	51.2	27.9	41.9	T	51.2	1	8*	1	1	0	0	29	9.1	72.7	9.1	18.2	T	72.7
177	0	28*	8*	3	0	20	46	0.0	71.8	20.5	28.2	T	71.8	0	5*	1	0	0	0	34	0.0	83.3	16.7	16.7	T	83.3
178	1	25*	6	2	0	25	58	2.9	73.5	17.6	23.5	T	73.5	0	2*	2*	0	0	0	36	0.0	50.0	50.0	50.0	TS	50.0
179	7	40*	7	6	0	0	1	11.7	66.7	11.7	21.7	T	66.7	2	28*	0	1	1	0	7	6.3	87.5	0.0	3.1	T	87.5
180	10	30*	9	9	0	2	1	17.2	51.7	15.5	31.0	T	51.7	3	31*	2	0	0	0	4	8.3	86.1	5.6	5.6	T	86.1
181	6	45*	5	2	0	2	24	10.3	77.6	8.6	12.1	T	77.6	2	19*	1	0	0	0	18	9.1	86.4	4.5	4.5	T	86.4
182	6	42*	5	1	0	5	36	11.1	77.8	9.3	11.1	T	77.8	0	15*	0	0	0	0	24	0.0	99.9	0.0	0.0	T	99.9
183	5	44*	2	1	0	6	56	9.6	84.6	3.8	5.8	T	84.6	0	7*	0	0	0	0	38	0.0	99.9	0.0	0.0	T	99.9
184	2	30*	18*	2	0	6	38	3.8	57.7	34.6	38.5	T	57.7	0	4*	3*	0	0	0	33	0.0	57.1	42.9	42.9	T	57.1
185	8	46*	2	2	0	1	19	13.8	79.3	3.4	6.9	T	79.3	2	24*	0	0	0	0	13	7.7	92.3	0.0	0.0	T	92.3
186	8	37*	5	5	0	4	17	14.5	67.3	9.1	18.2	T	67.3	1	23*	0	0	1	1	14	4.0	92.0	0.0	0.0	T	92.0
187	7	34*	9	7	0	2	7	12.3	59.6	15.8	28.1	T	59.6	2	23*	2	2	0	3	8	6.9	79.3	6.9	13.8	T	79.3
188	6	43*	0	1	0	7	53	12.0	86.0	0.0	2.0	T	86.0	0	4*	0	0	0	0	36	0.0	99.9	0.0	0.0	T	99.9
189	7	49*	0	2	0	1	8	12.1	84.5	0.0	3.4	T	84.5	3	29*	0	0	0	0	8	9.4	90.6	0.0	0.0	T	90.6
190	8	29*	10	7	0	4	8	14.8	53.7	18.5	31.5	T	53.7	1	26*	3	0	0	0	10	3.3	86.7	10.0	10.0	T	86.7
191	7	40*	3	4	0	5	22	13.0	74.1	5.6	13.0	T	74.1	0	19*	1	0	0	0	20	0.0	95.0	5.0	5.0	T	95.0
192	10	45*	1	2	0	1	4	17.2	77.6	1.7	5.2	T	77.6	4	30*	0	0	0	0	6	11.8	88.2	0.0	0.0	T	88.2
193	9	33*	8	5	0	4	9	16.4	60.0	14.5	23.6	T	60.0	3	23*	1	0	0	3	10	11.1	85.2	3.7	3.7	T	85.2
194	5	16*	14*	3	0	21	54	13.2	42.1	36.8	44.7	T	42.1	0	1*	2*	1*	0	0	36	0.0	25.0	50.0	75.0	S	50.0
195	1	7*	20*	5	0	26	54	3.0	21.2	60.6	75.8	S	60.6	0	0	0	1*	0	1	36	0.0	0.0	0.0	99.9	E	99.9
196	1	8*	24*	5	0	21	44	2.6	21.1	63.2	76.3	S	63.2	1	1	6*	1	0	1	30	11.1	11.1	66.7	77.8	S	66.7
197	1	8*	22*	6	0	22	50	2.7	21.6	59.5	75.7	S	59.5	0	0	3*	1*	0	1	35	0.0	0.0	75.0	99.9	S	75.0
198	1	5	26*	5	0	22	38	2.7	13.5	70.3	83.8	S	70.3	1	0	9*	2	0	0	28	8.3	0.0	75.0	91.7	S	75.0
199	1	9*	21*	4	0	24	54	2.9	25.7	60.0	71.4	S	60.0	0	0	0	2*	0	0	37	0.0	0.0	0.0	99.9	E	99.9
200	2	9*	17*	3	0	28	57	6.5	29.0	54.8	64.5	S	54.8	0	0	2*	0	0	0	38	0.0	0.0	99.9	99.9	S	99.9
201	3	22*	6	2	0	26	55	9.1	66.7	18.2	24.2	T	66.7	0	2*	0	0	0	0	38	0.0	99.9	0.0	0.0	T	99.9
202	4	11*	11*	3	0	30	56	13.8	37.9	37.9	48.3	TS	37.9	0	1*	2*	0	0	0	36	0.0	33.3	66.7	66.7	S	66.7
203	3	7	24*	2	0	23	44	8.3	19.4	66.7	72.2	S	66.7	0	0	2*	0	0	0	37	0.0	0.0	99.9	99.9	S	99.9
204	5	21*	9*	1	0	23	53	13.9	58.3	25.0	27.8	T	58.3	0	0	2*	0	0	0	38	0.0	0.0	99.9	99.9	S	99.9
205	4	25*	5	1	0	24	55	11.4	71.4	14.3	17.1	T	71.4	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9

TASK	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE		SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE	
	P	T	S	E	C	N	Q6 NO	P	T	S	S+E	MO	%	P	T	S	E	O	N	Q2 NO	P	T	S	S+E	MO	%
206	5	28*	2	0	0	24	53	14.3	80.0	5.7	5.7	T	80.0	0	2*	0	0	0	0	38	0.0	99.9	0.0	0.0	T	99.9
207	4	7	23*	2	0	23	49	11.1	19.4	63.9	69.4	S	63.9	0	0	2*	0	0	0	37	0.0	0.0	99.9	99.9	S	99.9
208	2	28*	20*	2	0	7	28	3.8	53.8	38.5	42.3	T	53.8	0	9*	1	1	0	0	28	0.0	81.8	9.1	18.2	T	81.8
209	5	27*	3	3	0	21	51	13.2	71.1	7.9	15.8	T	71.1	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
210	4	29*	1	1	0	24	55	11.4	82.9	2.9	5.7	T	82.9	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
211	4	29*	2	0	0	24	58	11.4	82.9	5.7	5.7	T	82.9	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
212	4	31*	1	1	0	22	57	10.8	83.8	2.7	5.4	T	83.8	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
213	3	26*	10*	2	0	18	54	7.3	63.4	24.4	29.3	T	63.4	0	2*	0	0	0	0	38	0.0	99.9	0.0	0.0	T	99.9
214	4	27*	4	0	0	24	57	11.4	77.1	11.4	11.4	T	77.1	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
215	4	27*	4	2	0	22	56	10.8	73.0	10.8	16.2	T	73.0	0	2*	2*	0	0	0	36	0.0	50.0	50.0	50.0	TS	50.0
216	3	31*	1	0	0	24	55	8.6	88.6	2.9	2.9	T	88.6	0	5*	0	0	0	0	35	0.0	99.9	0.0	0.0	T	99.9
217	6	28*	3	0	0	22	58	16.2	75.7	8.1	8.1	T	75.7	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
218	7*	9*	9*	4	0	30	56	24.1	31.0	31.0	44.8	TS	31.0	2*	0	1*	1*	0	0	36	50.0	0.0	25.0	50.0	P	50.0
219	3	10*	13*	5	0	28	48	9.7	32.3	41.9	58.1	S	41.9	4*	0	2*	3*	0	0	31	44.4	0.0	22.2	55.6	P	44.4
220	2	8*	12*	4	0	33	59	7.7	30.8	46.2	61.5	S	46.2	0	0	1*	0	0	0	39	0.0	0.0	99.9	99.9	S	99.9
221	8*	5	9*	5	0	32	56	29.6	18.5	33.3	51.9	S	33.3	3*	0	1*	0	0	1	35	75.0	0.0	25.0	25.0	P	75.0
222	3	25*	4	1	0	26	59	9.1	75.8	12.1	15.2	T	75.8	0	2*	0	0	0	0	38	0.0	99.9	0.0	0.0	T	99.9
223	4	26*	1	1	0	27	59	12.5	81.3	3.1	6.3	T	81.3	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
224	6	24*	2	2	0	25	54	17.6	70.6	5.9	11.8	T	70.6	1*	1*	0	1*	0	0	37	33.3	33.3	0.0	33.3	MM	0.0
225	3	22*	5	2	0	27	57	9.4	68.8	15.6	21.9	T	68.8	0	1*	1*	0	0	0	38	0.0	50.0	50.0	50.0	TS	50.0
226	3	22*	6	2	0	26	54	9.1	66.7	18.2	24.2	T	66.7	0	3*	2*	0	0	0	35	0.0	60.0	40.0	40.0	T	60.0
227	3	25*	4	0	0	27	59	9.4	78.1	12.5	12.5	T	78.1	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
228	3	12*	14*	3	0	27	53	9.4	37.5	43.8	53.1	S	43.8	0	1*	1*	0	0	0	38	0.0	50.0	50.0	50.0	TS	50.0
229	2	11*	24*	4	0	18	30	4.9	26.8	58.5	68.3	S	58.5	0	3*	8*	2	0	0	27	0.0	23.1	61.5	76.9	S	61.5
230	4	12*	16*	5	0	22	46	10.8	32.4	43.2	56.8	S	43.2	2*	2*	1*	0	0	1	34	40.0	40.0	20.0	20.0	PT	40.0
231	0	4	36*	7	0	13	10	0.0	8.5	76.6	91.5	S	76.6	1	0	15*	3	0	4	17	5.3	0.0	78.9	94.7	S	78.9
232	1	26*	5	2	0	25	51	2.9	76.5	14.7	20.6	T	76.5	0	3*	0	0	0	0	37	0.0	99.9	0.0	0.0	T	99.9
233	3	36*	7	0	0	13	28	6.5	78.3	15.2	15.2	T	78.3	1	9*	2	0	0	0	27	7.7	69.2	15.4	15.4	T	69.2
234	3	30*	2	1	0	23	52	8.3	83.3	5.6	8.3	T	83.3	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
235	6	14*	11*	4	0	24	51	17.1	40.0	31.4	42.9	T	40.0	0	0	0	1*	0	0	39	0.0	0.0	0.0	99.9	E	99.9
236	3	15*	17*	2	0	22	54	8.1	40.5	45.9	51.4	S	45.9	0	1*	2*	0	0	0	37	0.0	33.3	66.7	66.7	S	66.7
237	1	2	35*	4	0	17	25	2.4	4.8	83.3	92.9	S	83.3	1	1	16*	1	0	5	16	5.3	5.3	84.2	89.5	S	84.2
238	0	10*	20*	0	0	29	58	0.0	33.3	66.7	66.7	S	66.7	0	0	2*	0	0	0	38	0.0	0.0	99.9	99.9	S	99.9
239	4	7*	19*	4	0	25	45	11.6	20.6	55.9	67.6	S	55.9	2*	1	3*	1	1	1	31	25.0	12.5	37.5	50.0	S	37.5
240	0	2	30*	3	0	24	54	0.0	5.7	85.7	94.3	S	85.7	0	0	2*	0	0	0	38	0.0	0.0	99.9	99.9	S	99.9

	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE		SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE	
TASK	P	T	S	E	O	N	Q6 NO	P	T	S	S+E	MO	%	P	T	S	E	O	N	Q2 NO	P	T	S	S+E	MO	%
241	0	5	28*	0	0	26	59	0.0	15.2	84.8	84.8	S	84.8	0	0	2*	0	0	0	38	0.0	0.0	99.9	99.9	S	99.9
242	4	15*	13*	1	0	26	56	12.1	45.5	39.4	42.4	T	45.5	0	0	2*	0	0	0	38	0.0	0.0	99.9	99.9	S	99.9
243	4	15*	11*	2	0	27	56	12.5	46.9	34.4	40.6	T	46.9	0	0	2*	0	0	0	38	0.0	0.0	99.9	99.9	S	99.9
244	4	16*	11*	1	0	27	54	12.5	50.0	34.4	37.5	T	50.0	0	0	1*	0	0	0	39	0.0	0.0	99.9	99.9	S	99.9
245	4	15*	11*	2	0	27	57	12.5	46.9	34.4	40.6	T	46.9	0	1*	2*	0	0	0	37	0.0	33.3	66.7	66.7	S	66.7
246	3	13*	14*	1	0	28	57	9.7	41.9	45.2	48.4	S	45.2	0	0	1*	0	0	0	39	0.0	0.0	99.9	99.9	S	99.9
247	2	9*	17*	2	0	29	55	6.7	30.0	56.7	63.3	S	56.7	0	0	1*	0	0	0	39	0.0	0.0	99.9	99.9	S	99.9
248	2	12*	18*	2	0	25	56	5.9	35.3	52.9	58.8	S	52.9	0	0	1*	0	0	0	39	0.0	0.0	99.9	99.9	S	99.9
249	2	10*	20*	2	0	25	52	5.9	29.4	58.8	64.7	S	58.8	0	1*	2*	0	0	0	37	0.0	33.3	66.7	66.7	S	66.7
250	0	3	27*	6	0	23	43	0.0	8.3	75.0	91.7	S	75.0	0	0	1*	1*	0	2	36	0.0	0.0	50.0	99.9	SE	50.0
251	2	7*	21*	3	0	26	48	6.1	21.2	63.6	72.7	S	63.6	0	0	3*	0	0	0	37	0.0	0.0	99.9	99.9	S	99.9
252	3	4	26*	3	0	23	47	8.3	11.1	72.2	80.6	S	72.2	0	0	9*	0	0	0	31	0.0	0.0	99.9	99.9	S	99.9
253	2	8*	21*	1	0	27	56	6.3	25.0	65.6	68.8	S	65.6	0	0	2*	0	0	0	38	0.0	0.0	99.9	99.9	S	99.9
254	1	5	25*	6	0	22	35	2.7	13.5	67.6	83.8	S	67.6	0	3*	8*	1	0	2	26	0.0	25.0	66.7	75.0	S	66.7
255	3	5	24*	4	0	23	42	8.3	13.9	66.7	77.8	S	66.7	0	2*	4*	2*	0	0	32	0.0	25.0	50.0	75.0	S	50.0
256	3	25*	5	0	0	26	53	9.1	75.8	15.2	15.2	T	75.8	0	2*	0	0	1*	0	37	0.0	66.7	0.0	0.0	T	66.7
257	1	11*	21*	3	0	23	47	2.8	30.6	58.3	66.7	S	58.3	0	0	5*	0	0	0	35	0.0	0.0	99.9	99.9	S	99.9
258	0	10*	18*	1	0	30	56	0.0	34.5	62.1	65.5	S	62.1	0	0	3*	0	0	0	37	0.0	0.0	99.9	99.9	S	99.9
259	3	18*	10*	0	0	28	55	9.7	58.1	32.3	32.3	T	58.1	0	1*	1*	0	0	0	38	0.0	50.0	50.0	50.0	TS	50.0
260	0	23*	10*	1	0	25	50	0.0	67.6	29.4	32.4	T	67.6	0	1*	1*	0	0	0	38	0.0	50.0	50.0	50.0	TS	50.0
261	1	2	20*	5	0	29	55	3.6	7.1	71.4	89.3	S	71.4	0	0	3*	0	0	1	36	0.0	0.0	99.9	99.9	S	99.9
262	2	10*	17*	5	0	23	50	5.9	29.4	50.0	64.7	S	50.0	0	1*	0	1*	0	0	38	0.0	50.0	0.0	50.0	TE	50.0
263	5	18*	7*	2	0	27	54	15.6	56.3	21.9	28.1	T	56.3	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
264	2	21*	13*	4	0	19	40	5.0	52.5	32.5	42.5	T	52.5	1*	2*	1*	0	0	0	36	25.0	50.0	25.0	25.0	T	50.0
265	3	11*	18*	0	0	27	55	9.4	34.4	56.3	56.3	S	56.3	0	0	1*	1*	0	0	38	0.0	0.0	50.0	99.9	SE	50.0
266	2	17*	11*	0	0	28	56	6.7	56.7	36.7	36.7	T	56.7	0	0	1*	0	0	0	39	0.0	0.0	99.9	99.9	S	99.9
267	4	27*	6	0	0	22	50	10.8	73.0	16.2	16.2	T	73.0	0	3*	0	0	0	0	37	0.0	99.9	0.0	0.0	T	99.9
268	3	10*	19*	1	0	26	56	9.1	30.3	57.6	60.6	S	57.6	0	1*	2*	0	0	0	37	0.0	33.3	66.7	66.7	S	66.7
269	7	22*	7	0	0	23	54	19.4	61.1	19.4	19.4	T	61.1	0	2*	0	0	0	0	38	0.0	99.9	0.0	0.0	T	99.9
270	3	23*	8*	0	0	25	55	8.8	67.6	23.5	23.5	T	67.6	1*	1*	1*	0	1*	0	36	25.0	25.0	25.0	25.0	MM	0.0
271	6	24*	3	1	0	25	56	17.6	70.6	8.8	11.8	T	70.6	0	2*	0	0	1*	0	37	0.0	66.7	0.0	0.0	T	66.7
272	7*	24*	3	0	0	25	56	20.6	70.6	8.8	8.8	T	70.6	0	2*	0	0	0	0	38	0.0	99.9	0.0	0.0	T	99.9
273	7*	23*	2	0	0	27	56	21.9	71.9	6.3	6.3	T	71.9	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
274	0	18*	20*	3	0	18	37	0.0	43.9	48.8	56.1	S	48.8	1	2*	3*	1	0	0	33	14.3	28.6	42.9	57.1	S	42.9
275	0	17*	20*	2	0	20	43	0.0	43.6	51.3	56.4	S	51.3	0	2*	4*	0	0	0	34	0.0	33.3	66.7	66.7	S	66.7

TASK	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE		SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE	
	P	T	S	E	O	N	Q6 NO	P	T	S	S+E	MO	%	P	T	S	E	O	N	Q2 NO	P	T	S	S+E	MO	%
276	4	28*	2	0	0	25	50	11.8	82.4	5.9	5.9	T	82.4	0	3*	0	0	0	0	37	0.0	99.9	0.0	0.0	T	99.9
277	5	26*	0	1	0	27	56	15.6	81.3	0.0	3.1	T	81.3	0	2*	0	0	0	0	38	0.0	99.9	0.0	0.0	T	99.9
278	5	26*	0	2	0	26	57	15.2	78.8	0.0	6.1	T	78.8	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
279	2	18*	26*	3	0	10	26	4.1	36.7	53.1	59.2	S	53.1	0	5*	4*	0	2	0	28	0.0	45.5	36.4	36.4	T	45.5
280	0	19*	14*	1	0	25	56	0.0	55.9	41.2	44.1	T	55.9	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
281	2	10*	19*	2	0	26	58	6.1	30.3	57.6	63.6	S	57.6	0	1*	1*	1*	0	0	37	0.0	33.3	33.3	66.7	MM	0.0
282	1	11*	21*	4	0	22	44	2.7	29.7	56.8	67.6	S	56.8	0	2*	2*	1*	0	0	35	0.0	40.0	40.0	60.0	TS	40.0
283	3	12*	15*	2	0	27	57	9.4	37.5	46.9	53.1	S	46.9	1*	1*	0	0	0	0	38	50.0	50.0	0.0	0.0	PT	50.0
284	11*	0	12*	5	0	31	40	39.3	0.0	42.9	60.7	S	42.9	3*	1	4*	0	0	4	28	37.5	12.5	50.0	50.0	S	50.0
285	11*	15*	7	4	0	22	54	29.7	40.5	18.9	29.7	T	40.5	1*	2*	1*	0	0	1	34	25.0	50.0	25.0	25.0	T	50.0
286	3	11*	15*	2	0	28	57	9.7	35.5	48.4	54.8	S	48.4	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
287	1	13*	15*	0	0	30	57	3.4	44.8	51.7	51.7	S	51.7	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
288	2	3	27*	2	0	25	51	5.9	8.8	79.4	85.3	S	79.4	0	0	4*	0	0	0	36	0.0	0.0	99.9	99.9	S	99.9
289	1	9*	26*	2	0	21	43	2.6	23.7	68.4	73.7	S	68.4	0	0	3*	0	0	0	36	0.0	0.0	99.9	99.9	S	99.9
290	0	12*	25*	2	0	20	45	0.0	30.8	64.1	69.2	S	64.1	1	1	7*	0	0	0	31	11.1	11.1	77.8	77.8	S	77.8
291	1	7*	23*	1	0	27	58	3.1	21.9	71.9	75.0	S	71.9	0	0	1*	0	0	0	39	0.0	0.0	99.9	99.9	S	99.9
292	1	16*	10*	1	0	31	58	3.6	57.1	35.7	39.3	T	57.1	0	0	1*	0	0	0	39	0.0	0.0	99.9	99.9	S	99.9
293	6	17*	8*	1	0	27	57	18.8	53.1	25.0	28.1	T	53.1	0	2*	1*	0	0	0	37	0.0	66.7	33.3	33.3	T	66.7
294	2	9*	17*	3	0	28	54	6.5	29.0	54.8	64.5	S	54.8	0	0	2*	0	0	0	38	0.0	0.0	99.9	99.9	S	99.9
295	0	4	25*	6*	0	22	43	0.0	10.8	67.6	89.2	S	67.6	0	1	8*	1	0	0	30	0.0	10.0	80.0	90.0	S	80.0
296	2	5	29*	15*	0	9	15	3.9	9.8	56.9	86.3	S	56.9	0	6*	15*	2	0	2	15	0.0	26.1	65.2	73.9	S	65.2
297	1	7	23*	5	0	23	50	2.8	19.4	63.9	77.8	S	63.9	0	0	2*	1*	0	0	37	0.0	0.0	66.7	100.0	S	66.7
298	2	5	23*	6	0	23	49	5.6	13.9	63.9	80.6	S	63.9	0	0	1*	1*	0	0	36	0.0	0.0	50.0	99.9	SE	50.0
299	3	1	13*	4	0	28	58	14.3	4.8	61.9	81.0	S	61.9	2*	0	2*	0	0	0	36	50.0	0.0	50.0	50.0	PS	50.0
300	3	21*	8*	2	0	25	58	8.8	61.8	23.5	29.4	T	61.8	0	0	0	0	0	1	39	0.0	0.0	0.0	0.0		0.0
301	13*	9*	8*	6	0	23	55	36.1	25.0	22.2	38.9	P	36.1	1*	0	1*	0	0	0	38	50.0	0.0	50.0	50.0	PS	50.0
302	11*	10*	9*	5	0	24	53	31.4	28.6	25.7	40.0	P	31.4	1*	1*	3*	0	0	1	34	20.0	20.0	60.0	60.0	S	60.0
303	2	10*	26*	2	0	19	39	5.0	25.0	65.0	70.0	S	65.0	0	3*	8*	0	0	1	28	0.0	27.3	72.7	72.7	S	72.7
304	3	6*	19*	3	0	26	57	9.1	24.2	57.6	66.7	S	57.6	0	1*	2*	2*	0	0	35	0.0	20.0	40.0	80.0	SE	40.0
305	6	10*	15*	1	0	27	59	18.8	31.3	46.9	50.0	S	46.9	0	0	0	1*	0	0	39	0.0	0.0	0.0	99.9	E	99.9
306	8*	12*	10*	4	0	24	56	23.5	35.3	29.4	41.2	T	35.3	0	0	1*	0	0	0	39	0.0	0.0	99.9	99.9	S	99.9
307	4	26*	5	0	0	24	56	11.4	74.3	14.3	14.3	T	74.3	0	2*	0	0	0	0	36	0.0	99.9	0.0	0.0	T	99.9
308	4	20*	7*	0	0	26	56	12.9	64.5	22.6	22.6	T	64.5	0	0	1*	1*	0	0	38	0.0	0.0	50.0	99.9	SE	50.0
309	3	24*	3	1	0	28	58	9.7	77.4	9.7	12.9	T	77.4	0	1*	1*	0	0	0	38	0.0	50.0	50.0	50.0	TS	50.0
310	3	26*	2	2	0	26	57	9.1	78.8	6.1	12.1	T	78.8	0	0	1*	0	0	0	39	0.0	0.0	99.9	99.9	S	99.9

TASK	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE		SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE	
	P	T	S	E	O	N	Q6 NO	P	T	S	S+F	MO	%	P	T	S	E	O	N	Q2 NO	P	T	S	S+E	MO	%
311	9*	7	14*	6	0	23	49	25.0	19.4	38.9	55.6	S	38.9	1	2*	2*	1	0	0	33	16.7	33.3	33.3	50.0	TS	33.3
312	2	12*	16*	3	0	26	56	6.1	36.4	48.5	57.6	S	48.5	0	0	1*	0	0	0	39	0.0	0.0	99.9	99.9	S	99.9
313	1	25*	7	5	0	21	48	2.6	65.8	18.4	31.6	T	65.8	0	3*	0	0	0	0	37	0.0	99.9	0.0	0.0	T	99.9
314	2	10*	19*	5	0	23	36	5.6	27.8	52.8	66.7	S	52.8	0	3*	8*	1	1	0	27	0.0	23.1	61.5	69.2	S	61.5
315	3	26*	11*	6	0	12	30	6.5	56.5	23.9	37.0	T	56.5	1	10*	0	0	1	0	28	8.3	83.3	0.0	0.0	T	83.3
316	3	21*	9*	3	0	23	40	8.3	58.3	25.0	33.3	T	58.3	0	5*	2*	0	0	0	33	0.0	71.4	28.6	28.6	T	71.4
317	1	28*	5	3	0	22	54	2.7	75.7	13.5	21.6	T	75.7	0	5*	1	1	0	0	33	0.0	71.4	14.3	28.6	T	71.4
318	0	17*	19*	4	0	19	35	0.0	42.5	47.5	57.5	S	47.5	0	8*	3*	0	1	0	28	0.0	66.7	25.0	25.0	T	66.7
319	6	19*	13*	3	0	18	40	14.6	46.3	31.7	39.0	T	46.3	1	6*	1	0	0	0	32	12.5	75.0	12.5	12.5	T	75.0
320	4	22*	12*	7	0	14	15	8.9	48.9	26.7	42.2	T	48.9	4	21*	2	1	0	0	12	14.3	75.0	7.1	10.7	T	75.0
321	1	20*	12*	5	0	21	40	2.6	52.6	31.6	44.7	T	52.6	0	4*	2*	0	0	0	34	0.0	66.7	33.3	33.3	T	66.7
322	0	18*	24*	5	0	12	26	0.0	38.3	51.1	61.7	S	51.1	1	8*	8*	1	1	0	20	5.3	42.1	42.1	47.4	TS	42.1
323	1	10*	32*	5	0	11	31	2.1	20.8	66.7	77.1	S	66.7	0	1	11*	0	0	0	27	0.0	8.3	91.7	91.7	S	91.7
324	7	32*	5	2	0	12	36	15.2	69.6	10.9	15.2	T	69.6	0	8*	0	0	0	0	31	0.0	99.9	0.0	0.0	T	99.9
325	4	6	34*	7	0	8	17	7.8	11.8	66.7	80.4	S	66.7	3*	3*	7*	2	0	2	23	20.0	20.0	46.7	60.0	S	46.7
326	10*	6	12*	5	1	24	33	29.4	17.6	35.3	50.0	S	35.3	3*	2*	2*	0	0	2	31	42.9	28.6	28.6	28.6	P	42.9
327	12*	23*	11	11	0	3	0	21.1	40.4	19.3	38.6	T	40.4	8*	22*	4	1	0	2	1	22.9	62.9	11.4	14.3	T	62.9
328	6	7*	17*	3	0	26	45	18.2	21.2	51.5	60.6	S	51.5	1*	0	0	1*	0	0	38	50.0	0.0	0.0	50.0	PE	50.0
329	6	1	23*	2	0	28	10	18.8	3.1	71.9	78.1	S	71.9	3*	0	8*	1	0	14	14	25.0	0.0	66.7	75.0	S	66.7
330	1	3	37*	7	0	12	6	2.1	6.3	77.1	91.7	S	77.1	1	2	21*	4	0	6	5	3.6	7.1	75.0	89.3	S	75.0
331	3	10*	30*	5	0	12	14	6.3	20.8	62.5	72.9	S	62.5	3	4	14*	2	1	3	13	12.5	16.7	58.3	66.7	S	58.3
332	1	9*	16*	8*	0	26	53	2.9	26.5	47.1	70.6	S	47.1	1*	0	2*	0	0	0	37	33.3	0.0	66.7	66.7	S	66.7
333	8	8	21*	7	0	15	3	18.2	18.2	47.7	63.6	S	47.7	5	14*	7*	4	0	6	4	16.7	46.7	23.3	36.7	T	46.7
334	5	11*	15*	13*	0	16	29	11.4	25.0	34.1	63.6	S	34.1	1	6*	4*	3*	0	2	23	7.1	42.9	28.6	50.0	T	42.9
335	4	7	29*	6	0	13	27	8.7	15.2	63.0	76.1	S	63.0	1	0	12*	2	0	4	21	6.7	0.0	80.0	93.3	S	80.0
336	17*	14*	10*	7	0	12	8	35.4	29.2	20.8	35.4	P	35.4	6*	11*	6*	0	0	2	15	26.1	47.8	26.1	26.1	T	47.8
337	1	14*	30*	7	0	8	19	1.9	26.9	57.7	71.2	S	57.7	1	4*	7*	2	0	3	22	7.1	28.6	50.0	64.3	S	50.0
338	12*	17*	19*	7	0	5	2	21.8	30.9	34.5	47.3	S	34.5	6	18*	7*	2	0	4	1	18.2	54.5	21.2	27.3	T	54.5
339	6	4	22*	13*	0	15	0	13.3	8.9	48.9	77.8	S	48.9	4	6*	16*	3	0	10	1	13.8	20.7	55.2	65.5	S	55.2
340	2	4	37*	8	0	9	0	3.9	7.8	72.5	88.2	S	72.5	3	7	22*	5	0	3	0	8.1	18.9	59.5	73.0	S	59.5
341	5	14*	20*	11*	0	10	16	10.0	28.0	40.0	62.0	S	40.0	3	7*	8*	1	0	0	20	15.8	36.8	42.1	47.4	S	42.1
342	1	7	30*	12*	0	10	10	2.0	14.0	60.0	84.0	S	60.0	1	5*	16*	2	0	0	16	4.2	20.8	66.7	75.0	S	66.7
343	16*	11*	17*	9	0	7	2	30.2	20.8	32.1	49.1	S	32.1	4	11*	12*	3	0	2	7	13.3	36.7	40.0	50.0	S	40.0
344	17*	22*	11	6	0	3	1	30.4	39.3	19.6	30.4	T	39.3	10*	21*	4	0	0	2	2	28.6	60.0	11.4	11.4	T	60.0
345	5	5	29*	10*	0	9	0	10.2	10.2	59.2	79.6	S	59.2	3	4	18*	3	0	8	3	10.7	14.3	64.3	75.0	S	64.3

TASK	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE		SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE	
	P	T	S	E	O	N	Q6 NO	P	T	S	S+E	MO	%	P	T	S	E	O	N	Q2 NO	P	T	S	S+E	MO	%
346	9*	7	17*	7	0	20	0	22.5	17.5	42.5	60.0	S	42.5	4	9*	6*	3	0	13	4	18.2	40.9	27.3	40.9	T	40.9
347	3	5	32*	13*	0	7	3	5.7	9.4	60.4	64.9	S	60.4	4	7*	16*	1	1	1	10	13.8	24.1	55.2	58.6	S	55.2
348	4	3	32*	10*	0	11	0	8.2	6.1	65.3	85.7	S	65.3	6	5	19*	4	0	6	0	17.6	14.7	55.9	67.6	S	55.9
349	7	6	19*	7	0	21	6	17.9	15.4	48.7	66.7	S	48.7	3	4*	11*	1	0	11	9	15.8	21.1	57.9	63.2	S	57.9
350	7	15*	11*	6	0	20	39	17.9	38.5	28.2	43.6	T	38.5	1	3*	0	2*	0	1	33	16.7	50.0	0.0	33.3	T	50.0
351	9	29*	11	7	0	4	12	16.1	51.8	19.6	32.1	T	51.8	4	18*	1	1	0	0	16	16.7	75.0	4.2	8.3	T	75.0
352	14*	3	21*	8	0	14	2	30.4	6.5	45.7	63.0	S	45.7	9*	7*	9*	2	0	9	4	33.3	25.9	33.3	40.7	PS	33.3
353	12*	17*	14*	9	0	8	0	23.1	32.7	26.9	44.2	T	32.7	6*	17*	2	1	0	3	11	23.1	65.4	7.7	11.5	T	65.4
354	3	26*	18*	6	0	6	15	5.7	49.1	34.0	45.3	T	49.1	3	11*	4*	1	0	0	21	15.8	57.9	21.1	26.3	T	57.9
355	0	9*	30*	5	0	16	47	0.0	20.5	68.2	79.5	S	68.2	0	0	7*	1	0	0	32	0.0	0.0	87.5	99.9	S	87.5
356	11*	18*	7	4	0	20	0	27.5	45.0	17.5	27.5	T	45.0	7*	19*	4	0	0	6	4	23.3	63.3	13.3	13.3	T	63.3
357	3	10*	19*	2	0	26	50	8.8	29.4	55.9	61.8	S	55.9	0	1*	1*	0	0	0	38	0.0	50.0	50.0	50.0	TS	50.0
358	6*	2	17*	5	0	28	34	20.0	6.7	56.7	73.3	S	56.7	4*	1	2*	1	0	3	29	50.0	12.5	25.0	37.5	P	50.0
359	3	6	34*	8	0	8	8	5.9	11.8	66.7	82.4	S	66.7	4	4	13*	2	0	4	13	17.4	17.4	56.5	65.2	S	56.5
360	8	3	24*	9*	0	15	3	18.2	6.8	54.5	75.0	S	54.5	5*	6*	10*	2	0	9	7	21.7	26.1	43.5	52.2	S	43.5
361	6	22*	19*	10	0	3	0	10.5	38.6	33.3	50.9	T	38.6	5	19*	6	3	0	4	3	15.2	57.6	18.2	27.3	T	57.6
362	12*	29*	8	6	0	5	0	21.8	52.7	14.5	25.5	T	52.7	6	24*	1	2	0	0	4	18.2	72.7	3.0	9.1	T	72.7
363	2	5	31*	13*	0	9	5	3.9	9.8	60.8	86.3	S	60.8	1	6*	16*	1	1	1	14	4.0	24.0	64.0	68.0	S	64.0
364	4	35*	7	2	0	12	57	8.3	72.9	14.6	18.7	T	72.9	0	1*	1*	1*	0	0	37	0.0	33.3	33.3	66.7	MM	0.0
365	5	42*	4	0	0	8	38	9.8	82.4	7.8	7.8	T	82.4	0	9*	1	0	0	0	30	0.0	90.0	10.0	10.0	T	90.0
366	9	45*	2	1	0	2	13	15.8	78.9	3.5	5.3	T	78.9	2	21*	1	0	0	0	16	8.3	87.5	4.2	4.2	T	87.5
367	7	28*	19*	4	0	2	1	12.1	48.3	32.8	39.7	T	48.3	3	29*	5	2	0	0	1	7.7	74.4	12.8	17.9	T	74.4
368	6	39*	0	0	0	14	49	13.3	86.7	0.0	0.0	T	86.7	1*	0	0	0	0	0	39	99.9	0.0	0.0	0.0	P	99.9
369	6	34*	1	0	0	19	54	14.6	82.9	2.4	2.4	T	82.9	0	2*	0	0	0	0	38	0.0	99.9	0.0	0.0	T	99.9
370	3	30*	6	0	0	21	50	7.7	76.9	15.4	15.4	T	76.9	2*	3*	1	0	0	0	34	33.3	50.0	16.7	16.7	T	50.0
371	3	31*	5	0	0	21	58	7.7	79.5	12.8	12.8	T	79.5	1*	1*	1*	0	0	0	37	33.3	33.3	33.3	33.3	MM	0.0
372	3	33*	4	0	0	20	56	7.5	82.5	10.0	10.0	T	82.5	0	2*	1*	0	0	0	37	0.0	66.7	33.3	33.3	T	66.7
373	4	30*	6	2	0	17	53	9.5	71.4	14.3	19.0	T	71.4	0	4*	1	1	0	0	34	0.0	66.7	16.7	33.3	T	66.7
374	4	36*	3	0	0	17	58	9.3	83.7	7.0	7.0	T	83.7	0	3*	0	0	0	0	37	0.0	99.9	0.0	0.0	T	99.9
375	16*	21*	9	4	0	10	9	32.0	42.0	18.0	26.0	T	42.0	6*	10*	2	3	0	7	12	28.6	47.6	9.5	23.8	T	47.6
376	16*	20*	8	4	0	12	5	33.3	41.7	16.7	25.0	T	41.7	7*	9*	2	2	0	8	12	35.0	45.0	10.0	20.0	T	45.0
377	5	34*	4	2	0	15	46	11.1	75.6	8.9	13.3	T	75.6	1	12*	0	0	0	0	27	7.7	92.3	0.0	0.0	T	92.3
378	6	34*	4	3	0	13	46	12.8	72.3	8.5	14.9	T	72.3	0	12*	0	0	0	0	28	0.0	99.9	0.0	0.0	T	99.9
379	3	29*	13*	1	0	14	54	6.5	63.0	28.3	30.4	T	63.0	0	7*	4*	1	0	0	28	0.0	58.3	33.3	41.7	T	58.3
380	10	38*	5	1	0	5	16	18.5	70.4	9.3	11.1	T	70.4	3	18*	2	0	0	0	17	13.0	78.3	8.7	6.7	T	78.3

TASK	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE		SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE	
	P	T	S	E	O	N	Q6 NO	P	T	S	S+E	MO	%	P	T	S	E	O	N	Q7 NO	P	T	S	S+E	MO	%
381	8	39*	5	1	0	6	42	15.1	73.6	9.4	11.3	T	73.6	2	12*	2	0	0	0	24	12.5	75.0	12.5	12.5	T	75.0
382	12*	29*	8	2	0	9	35	23.5	56.9	15.7	19.6	T	56.9	0	5*	1	3*	0	0	30	0.0	55.6	11.1	44.4	T	55.6
383	5	30*	5	3	0	16	40	11.6	69.8	11.6	18.6	T	69.8	0	3*	1*	0	0	0	36	0.0	75.0	25.0	25.0	T	75.0
384	12*	45*	1	2	0	0	0	20.0	75.0	1.7	5.0	T	75.0	6	33*	0	0	0	0	1	15.4	84.6	0.0	0.0	T	84.6
385	4	35*	3	1	0	16	55	9.3	81.4	7.0	9.3	T	81.4	0	2*	0	0	0	0	38	0.0	99.9	0.0	0.0	T	99.9
386	7*	3	21*	3	0	26	19	20.6	8.8	61.8	70.6	S	61.8	0	1	11*	1	0	10	17	0.0	7.7	84.6	92.3	S	84.6
387	0	23*	12*	1	0	23	52	0.0	63.9	33.3	36.1	T	63.9	0	0	1*	0	0	0	39	0.0	0.0	99.9	99.9	S	99.9
388	1	7	25*	8	0	17	41	2.4	17.1	61.0	80.5	S	61.0	1	1	4*	2*	0	0	32	12.5	12.5	50.0	75.0	S	50.0
389	5	26*	21*	7	0	0	3	8.5	44.1	35.6	47.5	T	44.1	3	26*	3	0	0	0	7	9.4	81.3	9.4	9.4	T	81.3
390	10*	2	17*	3	0	28	6	31.3	6.3	53.1	62.5	S	53.1	4*	2	6*	2	0	17	9	28.6	14.3	42.9	57.1	S	42.9
391	2	15*	29*	5	0	8	14	3.9	29.4	56.9	66.7	S	56.9	1	4	16*	2	0	0	17	4.3	17.4	69.6	78.3	S	69.6
392	10	21*	14*	10	0	5	1	18.2	38.2	25.5	43.6	T	38.2	7	27*	2	2	0	1	1	18.4	71.1	5.3	10.5	T	71.1
393	13*	0	9*	3	0	35	3	52.0	0.0	36.0	48.0	P	52.0	4*	1	6*	0	0	23	6	36.4	9.1	54.5	54.5	S	54.5
394	14*	2	4	2	0	38	7	63.6	9.1	18.2	27.3	P	63.6	8*	1	2	0	0	20	9	72.7	9.1	[illegible]	18.2	P	72.7
395	14*	26*	6	6	0	8	3	26.9	50.0	11.5	23.1	T	50.0	6	25*	2	3	0	2	1	16.7	69.4	[illegible]	13.9	T	69.4
396	5	34*	6	4	0	11	34	10.2	69.4	12.2	20.4	T	69.4	3*	10*	1	1	0	0	25	20.0	66.7	6.7	13.3	T	66.7
397	5	35*	7	3	0	10	48	10.0	70.0	14.0	20.0	T	70.0	2	11*	1	1	0	0	25	13.3	73.3	6.7	13.3	T	73.3
398	6	37*	8	4	0	5	40	10.9	67.3	14.5	21.8	T	67.3	1	14*	0	1	0	0	24	6.3	87.5	0.0	6.3	T	87.5
399	9	36*	5	4	0	6	13	16.7	66.7	9.3	16.7	T	66.7	4	18*	1	1	0	0	16	16.7	75.0	4.2	8.3	T	75.0
400	0	21*	21*	6	0	11	32	0.0	43.8	43.8	56.3	TS	43.8	0	5*	11*	0	0	0	24	0.0	31.3	68.8	68.8	S	68.8
401	10	41*	4	5	0	0	1	16.7	68.3	6.7	15.0	T	68.3	4	35*	0	0	1	0	0	10.0	87.5	0.0	0.0	T	87.5
402	11	37*	3	7	0	2	1	19.0	63.8	5.2	17.2	T	63.8	5	32*	2	0	0	1	0	12.8	82.1	5.1	5.1	T	82.1
403	7	36*	8	3	0	6	26	13.0	66.7	14.8	20.4	T	66.7	1	14*	0	0	0	0	25	6.7	93.3	0.0	0.0	T	93.3
404	10	29*	5	11*	0	4	5	18.2	52.7	9.1	29.1	T	52.7	5	24*	4	2	0	0	5	14.3	68.6	11.4	17.1	T	68.6
405	5	30*	10*	3	0	11	37	10.4	62.5	20.8	27.1	T	62.5	0	5*	0	0	0	0	35	0.0	99.9	0.0	0.0	T	99.9
406	11*	18*	13*	9	0	8	18	21.6	35.3	25.5	43.1	T	35.3	3	19*	7*	2	0	0	8	9.7	61.3	22.6	29.0	T	61.3
407	12*	26*	8	9	0	5	1	21.8	47.3	14.5	30.9	T	47.3	5	29*	3	2	0	1	0	12.8	74.4	7.7	12.8	T	74.4
408	10*	17*	10*	8	0	14	15	22.2	37.8	22.2	40.0	T	37.8	2	6*	6*	2	0	0	24	12.5	37.5	37.5	50.0	TS	37.5
409	10	34*	5	6	0	4	5	18.2	61.8	9.1	20.0	T	61.8	4	23*	2	0	0	0	11	13.8	79.3	6.9	6.9	T	79.3
410	1	23*	16*	4	0	15	47	2.3	52.3	36.4	45.5	T	52.3	0	2*	4*	1	0	0	33	0.0	28.6	57.1	71.4	S	57.1
411	14*	16*	11*	8	0	11	7	28.6	32.7	22.4	38.8	T	32.7	3	19*	8*	2	0	5	3	9.4	59.4	25.0	31.3	T	59.4
412	2	26*	10*	0	0	22	41	5.3	68.4	26.3	26.3	T	68.4	0	4*	0	0	0	0	36	0.0	99.9	0.0	0.0	T	99.9
413	2	29*	6	0	0	23	47	5.4	78.4	16.2	16.2	T	78.4	0	3*	0	0	0	0	37	0.0	99.9	0.0	0.0	T	99.9
414	2	28*	9*	0	0	21	46	5.1	71.8	23.1	23.1	T	71.8	0	6*	0	1	0	0	33	0.0	85.7	0.0	14.3	T	85.7
415	2	28*	9*	0	0	21	53	5.1	71.8	23.1	23.1	T	71.8	0	6*	0	1	0	0	33	0.0	85.7	0.0	14.3	T	85.7

TASK	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE		SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE	
	P	T	S	E	O	N	Q6 NO	P	T	S	S+E	MO	%	P	T	S	E	O	N	Q2 NO	P	T	S	S+E	MO	%
416	1	26*	10*	1	0	22	52	2.6	68.4	26.3	28.9	T	68.4	1	5*	0	0	0	0	34	16.7	83.3	0.0	0.0	T	83.3
417	6	34*	11*	3	0	6	6	11.1	63.0	20.4	25.9	T	63.0	3	25*	1	1	0	0	10	10.0	83.3	3.3	6.7	T	83.3
418	7	24*	19*	6	0	4	2	12.5	42.9	33.9	44.6	T	42.9	5	27*	4	2	0	0	2	13.2	71.1	10.5	15.8	T	71.1
419	2	24*	11*	0	0	23	51	5.4	64.9	29.7	29.7	T	64.9	0	3*	0	0	0	0	37	0.0	99.9	0.0	0.0	T	99.9
420	5	22*	20*	8	0	5	6	9.1	40.0	36.4	50.9	T	40.0	3	28*	4	2	0	1	2	8.1	75.7	10.8	16.2	T	75.7
421	1	22*	13*	2	0	21	55	2.6	57.9	34.2	39.5	T	57.9	0	1*	0	0	0	0	39	0.0	99.9	0.0	0.0	T	99.9
422	1	28*	10*	0	0	20	51	2.6	71.8	25.6	25.6	T	71.8	2*	2*	2*	0	0	0	34	33.3	33.3	33.3	33.3	MM	0.0
423	25*	24*	4	3	0	4	9	44.6	42.9	7.1	12.5	P	44.6	15*	16*	0	1	0	0	8	46.9	50.0	0.0	3.1	T	50.0
424	19*	18*	11*	6	0	6	6	35.2	33.3	20.4	31.5	P	35.2	6	20*	5	1	0	1	5	18.8	62.5	15.6	18.8	T	62.5
425	1	23*	14*	1	0	20	47	2.6	59.0	35.9	38.5	T	59.0	1	1	5*	0	0	0	33	14.3	14.3	71.4	71.4	S	71.4
426	3	8	27*	4	0	17	40	7.1	19.0	64.3	73.8	S	64.3	1	0	6*	0	0	1	32	14.3	0.0	85.7	85.7	S	85.7
427	2	17*	17*	2	0	21	41	5.3	44.7	44.7	50.0	TS	44.7	0	1	5*	0	0	0	34	0.0	16.7	83.3	83.3	S	83.3
428	2	11*	18*	5	0	24	44	5.6	30.6	50.0	63.9	S	50.0	0	0	3*	1*	0	0	36	0.0	0.0	75.0	99.9	S	75.0
429	2	4	18*	9*	0	25	35	6.1	12.1	54.5	81.8	S	54.5	1*	0	0	0	0	5	34	99.9	0.0	0.0	0.0	P	99.9
430	4	34*	12*	3	0	5	9	7.5	64.2	22.6	28.3	T	64.2	1	21*	4	0	1	0	13	3.7	77.8	14.8	14.8	T	77.8
431	2	26*	12*	1	0	17	44	4.9	63.4	29.3	31.7	T	63.4	1	7*	2*	0	0	0	30	10.0	70.0	20.0	20.0	T	70.0
432	3	28*	13*	4	0	11	27	6.3	58.3	27.1	35.4	T	58.3	0	9*	1	0	0	0	30	0.0	90.0	10.0	10.0	T	90.0
433	7	30*	15*	4	0	4	5	12.5	53.6	26.8	33.9	T	53.6	5	22*	2	0	1	0	10	16.7	73.3	6.7	6.7	T	73.3
434	4	24*	20*	4	0	7	31	7.7	46.2	38.5	46.2	T	46.2	0	6*	4*	0	0	0	29	0.0	60.0	40.0	40.0	T	60.0
435	4	20*	21*	4	0	10	33	8.2	40.8	42.9	51.0	S	42.9	0	7*	9*	1	0	0	23	0.0	41.2	52.9	58.8	S	52.9
436	1	24*	11*	2	0	20	48	2.6	63.2	28.9	34.2	T	63.2	0	1*	1*	0	0	0	38	0.0	50.0	50.0	50.0	TS	50.0
437	3	12*	25*	15*	0	5	2	5.5	21.8	45.5	72.7	S	45.5	4	9*	16*	1	0	3	7	13.3	30.0	53.3	56.7	S	53.3
438	6	27*	15*	10	0	2	1	10.3	46.6	25.9	43.1	T	46.6	4	22*	7	3	0	0	4	11.1	61.1	19.4	27.8	T	61.1
439	0	12*	35*	7	0	5	12	0.0	22.2	64.8	77.8	S	64.8	1	11*	16*	1	1	1	9	3.3	36.7	53.3	56.7	S	53.3
440	7	20*	22*	8	0	3	14	12.3	35.1	38.6	52.6	S	38.6	2	11*	12*	1	0	1	12	7.7	42.3	46.2	50.0	S	46.2
441	5	24*	9*	3	0	18	48	12.2	58.5	22.0	29.3	T	58.5	0	4*	0	0	0	0	36	0.0	99.9	0.0	0.0	T	99.9
442	2	18*	27*	9	0	4	7	3.6	32.1	48.2	64.3	S	48.2	3	7*	10*	3	0	0	16	13.0	30.4	43.5	56.5	S	43.5
443	2	8	34*	4	0	11	28	4.2	16.7	70.8	79.2	S	70.8	2	0	8*	3*	0	2	25	15.4	0.0	61.5	84.6	S	61.5
444	1	8*	21*	6	0	22	40	2.8	22.2	58.3	75.0	S	58.3	0	3*	7*	1	1	0	28	0.0	25.0	58.3	66.7	S	58.3
445	1	16*	26*	15*	0	2	4	1.7	27.6	44.8	70.7	S	44.8	3	15*	12*	4	0	0	5	8.8	44.1	35.3	47.1	T	44.1
446	2	8*	22*	5	0	23	51	5.4	21.6	59.5	73.0	S	59.5	1	1	3*	1	0	0	34	16.7	16.7	50.0	66.7	S	50.0
447	1	8	27*	16*	0	8	3	1.9	15.4	51.9	82.7	S	51.9	3	7*	13*	2	1	8	6	11.5	26.9	50.0	57.7	S	50.0
448	7	10*	21*	10*	0	11	19	14.6	20.8	43.8	64.6	S	43.8	7*	5*	2	0	0	2	24	50.0	35.7	14.3	14.3	P	50.0
449	4	15*	24*	12*	0	5	5	7.3	27.3	43.6	65.5	S	43.6	4	14*	8*	4	1	2	7	12.9	45.2	25.8	38.7	T	45.2
450	5	11*	17*	4	0	23	47	13.5	29.7	45.9	56.8	S	45.9	2*	2*	2*	1	0	1	32	28.6	28.6	28.6	42.9	MM	0.0

	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE		SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE	
TASK	P	T	S	E	O	N	Q6 NO	P	T	S	S+E	MO	%	P	T	S	E	O	N	Q2 NO	P	T	S	S+E	MO	%
451	2	9*	22*	2	0	24	51	5.7	25.7	62.9	68.6	S	62.9	0	0	3*	1*	0	1	35	0.0	0.0	75.0	99.9	S	75.0
452	2	8	32*	12*	1	5	14	3.6	14.5	58.2	80.0	S	58.2	3	5	14*	3	1	3	11	11.5	19.2	53.8	65.4	S	53.8
453	10*	18*	11*	6	0	14	37	22.2	40.0	24.4	37.8	T	40.0	5*	1	1	0	0	0	33	71.4	14.3	14.3	14.3	P	71.4
454	3	21*	11*	2	0	22	58	8.1	56.8	29.7	35.1	T	56.8	0	0	0	0	0	0	40	0.0	0.0	0.0	0.0		0.0
455	3	21*	14*	2	0	19	54	7.5	52.5	35.0	40.0	T	52.5	1*	0	1*	0	0	0	38	50.0	0.0	50.0	50.0	PS	50.0
456	2	4	27*	7	0	20	37	5.0	10.0	67.5	85.0	S	67.5	2*	0	7*	0	0	2	29	22.2	0.0	77.8	77.8	S	77.8
457	7	13*	15*	4	0	20	45	17.9	33.3	38.5	48.7	S	38.5	0	3*	2*	3*	0	1	31	0.0	37.5	25.0	62.5	TE	37.5
458	11*	3	17*	8*	0	21	12	28.2	7.7	43.6	64.1	S	43.6	3*	0	3*	1	0	19	13	42.9	0.0	42.9	57.1	PS	42.9
459	4	1	30*	9*	0	15	23	9.1	2.3	68.2	88.6	S	68.2	1	0	12*	3	0	7	17	6.3	0.0	75.0	93.8	S	75.0
460	4	3	31*	10*	0	12	9	8.3	6.3	64.6	85.4	S	64.6	2	1	15*	3	0	6	13	9.5	4.8	71.4	85.7	S	71.4
461	3	3	20*	8*	0	26	41	8.8	8.8	58.8	82.4	S	58.8	1	1	3*	1	0	3	31	16.7	16.7	50.0	66.7	S	50.0
462	6	7	18*	11*	0	18	6	14.3	16.7	42.9	69.0	S	42.9	3	1	14*	4	0	8	10	13.6	4.5	63.6	81.8	S	63.6
463	2	0	16*	5*	0	37	40	8.7	0.0	69.6	91.3	S	69.6	1*	0	4*	0	0	3	32	20.0	0.0	80.0	80.0	S	80.0
464	10*	11*	16*	10*	0	13	20	21.3	23.4	34.0	55.3	S	34.0	4*	6*	4*	5*	0	1	20	21.1	31.6	21.1	47.4	T	31.6
465	2	2	31*	9*	0	15	43	4.5	4.5	70.5	90.9	S	70.5	0	2*	3*	1	0	1	33	0.0	33.3	50.0	66.7	S	50.0
466	2	7	24*	12*	0	14	7	4.4	15.6	53.3	80.0	S	53.3	1	2	12*	6*	0	4	15	4.8	9.5	57.1	85.7	S	57.1
467	1	2	35*	11*	0	11	26	2.0	4.1	71.4	93.9	S	71.4	2	0	13*	4*	0	0	21	10.5	0.0	68.4	89.5	S	68.4
468	1	5	32*	10*	0	11	42	2.1	10.4	66.7	87.5	S	66.7	0	2*	3*	1	0	1	33	0.0	33.3	50.0	66.7	S	50.0
469	1	4	34*	11*	0	10	23	2.0	8.0	68.0	90.0	S	68.0	0	0	10*	1	0	0	29	0.0	0.0	90.9	100.0	S	90.9
470	7	3	22*	9*	0	19	3	17.1	7.3	53.7	75.6	S	53.7	6*	3	12*	5	0	8	6	23.1	11.5	46.2	65.4	S	46.2
471	5	6*	12*	6*	0	30	43	17.2	20.7	41.4	62.1	S	41.4	3*	0	3*	1	0	3	30	42.9	0.0	42.9	57.1	PS	42.9
472	1	11*	21*	4	0	23	55	2.7	29.7	56.8	67.6	S	56.8	1	1	3*	1	0	1	33	16.7	16.7	50.0	66.7	S	50.0
473	3	9*	20*	5	0	23	55	8.1	24.3	54.1	67.6	S	54.1	2*	0	0	1*	0	0	37	66.7	0.0	0.0	33.3	P	66.7
474	3	8*	22*	5	0	22	54	7.9	21.1	57.9	71.1	S	57.9	0	2*	2*	1*	0	0	35	0.0	40.0	40.0	60.0	TS	40.0
475	5	2	17*	6*	0	30	25	16.7	6.7	56.7	76.7	S	56.7	2*	0	5*	0	0	8	25	28.6	0.0	71.4	71.4	S	71.4
476	2	2	35*	5	0	16	20	4.5	4.5	79.5	90.9	S	79.5	1	1	13*	4*	0	1	20	5.3	5.3	68.4	89.5	S	68.4
477	2	0	33*	7	0	18	26	4.8	0.0	78.6	95.2	S	78.6	1	2	10*	3	0	1	23	6.3	12.5	62.5	81.3	S	62.5
478	2	3	21*	5	0	29	49	6.5	9.7	67.7	83.9	S	67.7	0	0	5*	1	0	0	34	0.0	0.0	83.3	100.0	S	83.3
479	2	2	35*	5	0	15	19	4.5	4.5	79.5	90.9	S	79.5	1	1	9*	4*	0	2	23	6.7	6.7	60.0	86.7	S	60.0
480	5	5	22*	4	0	24	25	13.9	13.9	61.1	72.2	S	61.1	1	0	8*	1	0	5	25	10.0	0.0	80.0	90.0	S	80.0
481	3	2	36*	7	0	12	8	6.3	4.2	75.0	89.6	S	75.0	0	2	16*	5*	0	4	12	0.0	8.7	69.6	91.3	S	69.6
482	12*	0	10*	3	0	34	39	48.0	0.0	40.0	52.0	P	48.0	2*	0	3*	0	0	9	26	40.0	0.0	60.0	60.0	S	60.0
483	6	1	24*	4	0	24	11	17.1	2.9	68.6	80.0	S	68.6	3*	2	9*	1	0	10	13	20.0	13.3	60.0	66.7	S	60.0
484	3	6	26*	13*	0	11	11	6.3	12.5	54.2	81.2	S	54.2	4*	1	11*	4*	0	2	17	20.0	5.0	55.0	75.0	S	55.0
485	4	0	19*	6*	0	31	11	13.8	0.0	65.5	86.2	S	65.5	2	1	10*	0	0	16	10	15.4	7.7	76.9	76.9	S	76.9

TASK	WORKER DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE		SUPERVISOR DISTRIBUTION OF SUGGESTED LEARNING SOURCES							PERCENTAGES				MODE	
	P	T	S	E	O	N	Q6 NO	P	T	S	S+E	MO	%	P	T	S	E	O	N	Q2 NO	P	T	S	S+E	MO	%
486	5*	0	12*	3	0	40	41	25.0	0.0	60.0	75.0	S	60.0	3*	0	3*	0	0	6	28	50.0	0.0	50.0	50.0	PS	50.0
487	3	8*	17*	8*	0	24	34	8.3	22.2	47.2	69.4	S	47.2	0	1*	3*	1*	0	1	34	0.0	20.0	60.0	80.0	S	60.0
488	2	11*	22*	3	0	22	51	5.3	28.9	57.9	65.8	S	57.9	0	0	1*	0	0	1	38	0.0	0.0	99.9	99.9	S	99.9
489	11*	11*	16*	9	0	13	4	23.4	23.4	34.0	53.2	S	34.0	9*	10*	4	3	0	6	6	34.6	38.5	15.4	26.9	T	38.5
490	8*	12*	14*	4	0	22	45	21.1	31.6	36.6	47.4	S	36.8	2*	2*	2*	2*	0	1	31	25.0	25.0	25.0	50.0	MM	0.0
491	10*	6	12*	5	0	27	41	30.3	18.2	36.4	51.5	S	36.4	6*	2	4*	1	0	1	26	46.2	15.4	30.8	38.5	P	46.2
492	15*	7*	9*	3	0	26	22	44.1	20.6	26.5	35.3	P	44.1	10*	2	3	2	0	6	17	58.8	11.8	17.6	29.4	P	58.8

TT: 1965
7459
8506
2537
12
8689
17339

594
2409
2147
485
52
624
13294

Table C-7

Supervisor Suggestions (Q10 and Q11)[a]

Question 10: Possible to Improve Procedures (Supervisors)

(Part 1) Based on your total experience as a supervisor of General Secretaries, do you feel that for some of their work activities there could be a better or more effective way of doing the activity? That is, of the activities you checked (in Question 2), could an improvement be made on the present way in which General Secretaries typically perform an activity?

Response: Check mark for each task where procedures could be improved.

(Part 2) For those activities checked as possible to improve procedures, suggest the main way for improving such procedures.

Categories of the Response Scale:

a. Provide a readable, ready-reference handbook or similar guide for use on the job (H).
b. Expand, correct, or clarify the existing directives on the matter (D).
c. Improve the content of formal school training on the matter (T).
d. Provide research or special study for improving the present procedures (R).
e. I don't know how it might be improved but I think it can (?).
f. Other (comments to be written in) (0).

Question 11: Poorly Performed Task (Supervisors)

(Part 1) Based on your total experience as a supervisor of General Secretaries do you feel that many General Secretaries perform certain of their activities poorly or unsatisfactorily, even after a reasonable amount of time on the job? That is, of the activities checked (in Question 2), which ones are usually not done by experienced General Secretaries as well as they could be? This is not a rating of individual secretaries, but rather an indication of activities which could be improved under the right circumstances.

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[a] Responses were summarized only for tasks each supervisor had checked on Q2.

Table C-7 - Continued

Response: Check mark for each task where performance is generally unsatisfactory.

(Part 2) For those activities checked as poorly performed, suggest the main reason for such performance.

Categories of the Response Scale:

a. Lack of interest or poor attitude on the part of General Secretaries (I).
b. Ineffective job training on the matter, in formal school training programs (T).
c. General Secretaries are overburdened with more important matters and do not have time to perform this activity properly (M).
d. The activity is an extremely difficult one to master (D).
e. I don't know the reason but I believe the general performance by many General Secretaries is poor or unsatisfactory (?).
f. Other (comments to be written in) (0).

Each of the 22 columns of Table C-7 is identified below.

Column 113: Number of Group 1 supervisors indicating that an improvement is possible in the way of performing the task.

Column 114: Percent of Group 1 supervisors checking the task (Question 10).

Note: Asterisks (*) appear next to percentage in Column 114 when that percentage represents 10% or more of all supervisors included in Group 1.

Columns 115 through 120: Number of Group 1 supervisors using each category to suggest a way of improving task procedures.

Column 121: Percent of suggestions that cited training content (T) as the main way by which task procedures could be improved.

Table C-7 - Continued

Column 122:	Most common suggestion (mode) given by Group 1 supervisors. As in Table C-6, occasionally more than one suggestion category tied for most common use. The table displays up to two modal categories. More than two modal categories for a task are coded on Table C-7 as "MM", an abbreviation for "multiple modes."
Column 123:	Percent of suggestions that cited the modal category (Column 122) as the main way by which task procedures could be improved.
Columns 124 through 134:	Same as Columns 113 through 123 but for indications and suggested reasons on Question 11, using Group 2 supervisors. Column 132 pertains to "ineffective job training," not necessarily "training content" as in Question 10 and Column 121.

TASK INVENTORY DATA SUMMARY
SECRETARIES - COMPOSITE

TABLE 7: SUPERVISOR SUGGESTIONS
(Q10 & 11)

TASK	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
	N	%	H	D	T	R	?	0	%T	MO	%	N	%	I	T	M	D	?	0	%T	MO	%
1	3	7.5	1	2	0	0	0	0	0.0	D	66.7	1	2.5	0	1	0	0	0	0	100.0	T	100.0
2	1	2.5	0	0	1	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
3	8	20.0*	2	1	4	0	1	0	50.0	T	50.0	1	2.5	0	1	0	0	0	0	100.0	T	200.0
4	1	2.5	0	0	0	0	1	0	0.0	?	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
5	2	5.0	0	0	1	0	1	0	50.0	T?	50.0	2	5.0	0	1	0	0	0	1	50.0	TO	50.0
6	8	20.0*	0	5	1	1	1	0	12.5	D	62.5	4	10.0*	1	1	0	1	1	0	25.0	MM	0.0
7	15	37.5*	3	1	10	0	0	0	71.4	T	71.4	4	10.0*	0	1	0	1	0	1	33.3	MM	0.0
8	1	2.5	0	0	0	0	1	0	0.0	?	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
9	1	2.5	0	1	0	0	0	0	0.0	D	100.0	6	15.0*	2	0	0	3	1	0	0.0	D	50.0
10	1	2.5	0	1	0	0	0	0	0.0	D	100.0	3	7.5	0	0	0	2	0	1	0.0	D	66.7
11	3	7.5	0	2	0	0	1	0	0.0	D	66.7	7	17.5*	2	2	1	0	0	1	33.3	IT	33.3
12	3	7.5	1	0	2	0	0	0	66.7	T	66.7	5	12.5*	0	3	1	1	0	0	60.0	T	60.0
13	2	5.0	0	1	1	0	0	0	50.0	DT	50.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
14	1	2.5	0	1	0	0	0	0	0.0	D	100.0	2	5.0	0	1	0	0	0	1	50.0	TO	50.0
15	3	7.5	2	0	0	0	1	0	0.0	H	66.7	1	2.5	1	0	0	0	0	0	0.0	I	100.0
16	12	30.0*	3	1	2	3	0	1	20.0	HR	30.0	11	27.5*	4	3	1	3	0	0	27.3	I	36.4
17	2	5.0	0	1	1	0	0	0	50.0	DT	50.0	3	7.5	2	0	1	0	0	0	0.0	I	66.7
18	1	2.5	0	0	1	0	0	0	100.0	T	100.0	3	7.5	1	0	1	1	0	0	0.0	MM	0.0
19	3	7.5	1	1	1	0	0	0	33.3	MM	0.0	1	2.5	0	0	0	0	0	1	0.0	O	100.0
20	2	5.0	1	0	0	1	0	0	0.0	HR	50.0	6	15.0*	2	0	1	2	0	1	0.0	ID	33.3
21	1	2.5	1	0	0	0	0	0	0.0	H	100.0	2	5.0	0	1	0	1	0	0	50.0	ID	50.0
22	1	2.5	0	1	0	0	0	0	0.0	D	100.0	3	7.5	1	1	1	0	0	0	33.3	MM	0.0
23	2	5.0	1	1	0	0	0	0	0.0	HD	50.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
24	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
25	3	7.5	3	0	0	0	0	0	0.0	H	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
26	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
27	12	30.0*	2	1	7	1	1	0	58.3	T	58.3	3	7.5	1	0	0	1	0	0	0.0	ID	50.0
28	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
29	1	2.5	1	0	0	0	0	0	0.0	H	100.0	2	5.0	1	0	0	1	0	0	0.0	ID	50.0
30	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0

	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
TASK	N	%	H	D	T	R	?	O	%T	MD	%	N	%	I	T	M	D	?	O	%T	MD	%
31	1	2.5	0	0	0	1	0	0	0.0	R	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
32	1	2.5	1	0	0	0	0	0	0.0	H	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
33	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
34	3	7.5	2	0	1	0	0	0	33.3	H	66.7	2	5.0	0	2	0	0	0	0	100.0	T	100.0
35	3	7.5	0	1	2	0	0	0	66.7	T	66.7	0	0.0	0	0	0	0	0	0	0.0		0.0
36	6	15.0*	0	2	3	0	0	1	50.0	T	50.0	3	7.5	0	1	0	2	0	0	33.3	D	66.7
37	1	2.5	0	0	1	0	0	0	100.0	T	100.0	4	10.0*	1	0	1	1	0	0	0.0	MM	0.0
38	8	20.0*	0	1	7	0	0	0	87.5	T	87.5	8	20.0*	4	2	1	0	1	0	25.0	I	50.0
39	3	7.5	0	0	3	0	0	0	100.0	T	100.0	2	5.0	0	1	0	1	0	0	50.0	TD	50.0
40	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
41	2	5.0	1	0	1	0	0	0	50.0	HT	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
42	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
43	2	5.0	1	0	0	0	1	0	0.0	H?	50.0	1	2.5	0	0	0	0	1	0	0.0	?	100.0
44	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
45	0	0.0	0	0	0	0	0	0	0.0		0.0	2	5.0	0	0	0	2	0	0	0.0	D	100.0
46	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
47	0	0.0	0	0	0	0	0	0	0.0		0.0	2	5.0	1	1	0	0	0	0	50.0	IT	50.0
48	2	5.0	1	0	0	0	1	0	0.0	H?	50.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
49	1	2.5	0	1	0	0	0	0	0.0	D	100.0	1	2.5	0	0	0	0	0	1	0.0	O	100.0
50	2	5.0	1	1	0	0	0	0	0.0	HD	50.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
51	2	5.0	0	0	1	0	0	1	50.0	TO	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
52	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
53	0	0.0	0	0	0	0	0	0	0.0		0.0	3	7.5	0	1	0	1	0	1	33.3	MM	0.0
54	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
55	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
56	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
57	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
58	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
59	3	7.5	0	2	1	0	0	0	33.3	D	66.7	0	0.0	0	0	0	0	0	0	0.0		0.0
60	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
61	12	30.0*	5	0	7	0	0	0	58.3	T	58.3	3	7.5	1	1	1	0	0	0	33.3	MM	0.0
62	4	10.0*	0	0	4	0	0	0	100.0	T	100.0	14	35.0*	1	5	0	6	0	1	38.5	D	46.2
63	3	7.5	1	0	1	0	1	0	33.3	MM	0.0	3	7.5	0	0	0	2	0	0	0.0	D	100.0
64	1	2.5	1	0	0	0	0	0	0.0	H	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
65	0	0.0	0	0	0	0	0	0	0.0		0.0	2	5.0	0	1	1	0	0	0	50.0	TM	50.0

TASK	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
	N	%	H	D	T	R	?	O	%T	MO	%	N	%	I	T	M	D	?	O	%I	MO	%
66	2	5.0	0	1	1	0	0	0	50.0	DT	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
67	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
68	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	0	1	0	0	0.0	D	100.0
69	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
70	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
71	1	2.5	0	0	0	1	0	0	0.0	R	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
72	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
73	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
74	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
75	3	7.5	0	1	2	0	0	0	66.7	T	66.7	0	0.0	0	0	0	0	0	0	0.0		0.0
76	4	10.0*	0	2	0	0	1	1	0.0	D	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
77	3	7.5	0	0	3	0	0	0	100.0	T	100.0	4	10.0*	1	2	0	1	0	0	50.0	T	50.0
78	2	5.0	0	2	0	0	0	0	0.0	D	100.0	2	5.0	1	1	0	0	0	0	50.0	IT	50.0
79	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
80	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
81	1	2.5	0	0	0	0	1	0	0.0	?	100.0	4	10.0*	0	1	0	3	0	0	25.0	D	75.0
82	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
83	1	2.5	1	0	0	0	0	0	0.0	H	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
84	2	5.0	1	0	1	0	0	0	50.0	HT	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
85	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
86	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
87	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
88	1	2.5	1	0	0	0	0	0	0.0	H	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
89	3	7.5	0	2	1	0	0	0	33.3	D	66.7	1	2.5	0	0	0	0	0	0	0.0		0.0
90	3	7.5	0	0	3	0	0	0	100.0	T	100.0	2	5.0	0	2	0	0	0	0	100.0	T	100.0
91	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
92	2	5.0	0	0	2	0	0	0	100.0	T	100.0	6	15.0*	1	4	0	1	0	0	66.7	T	66.7
93	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
94	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
95	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
96	5	12.5*	1	2	1	0	0	0	25.0	D	50.0	3	7.5	1	0	1	1	0	0	0.0	MM	0.0
97	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
98	2	5.0	1	0	1	0	0	0	50.0	HT	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
99	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
100	5	12.5*	1	0	4	0	0	0	80.0	T	80.0	11	27.5*	0	11	0	0	0	0	100.0	T	100.0

TASK	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
	N	%	M	D	I	R	?	O	%T	MO	%	N	%	I	T	M	D	?	O	%T	MO	%
101	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
102	1	2.5	0	0	0	1	0	0	0.0	R	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
103	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
104	1	2.5	0	0	1	0	0	0	100.0	T	100.0	2	5.0	1	1	0	0	0	0	50.0	IT	50.0
105	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
106	1	2.5	0	1	0	0	0	0	0.0	D	100.0	1	2.5	0	0	0	1	0	0	0.0	D	100.0
107	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
108	5	12.5*	1	0	4	0	0	0	80.0	T	80.0	3	7.5	0	2	0	0	0	1	66.7	T	66.7
109	3	7.5	0	0	3	0	0	0	100.0	T	100.0	4	10.0*	0	3	0	1	0	0	75.0	T	75.0
110	1	2.5	0	0	1	0	0	0	100.0	T	100.0	2	5.0	0	2	0	0	0	0	100.0	T	100.0
111	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
112	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
113	5	12.5*	2	1	2	0	0	0	40.0	MT	40.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
114	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
115	1	2.5	0	0	1	0	0	0	100.0	T	100.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
116	2	5.0	0	0	2	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
117	1	2.5	0	0	1	0	0	0	100.0	T	100.0	2	5.0	0	2	0	0	0	0	100.0	T	100.0
118	3	7.5	0	0	3	0	0	0	100.0	T	100.0	3	7.5	0	2	0	1	0	0	66.7	T	66.7
119	1	2.5	0	0	1	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
120	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
121	0	0.0	0	0	0	0	0	0	0.0		0.0	4	10.0*	2	1	1	0	0	0	25.0	I	50.0
122	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
123	1	2.5	0	0	1	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
124	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
125	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
126	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
127	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
128	1	2.5	0	0	1	0	0	0	100.0	T	100.0	2	5.0	1	0	1	0	0	0	0.0	IM	50.0
129	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
130	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
131	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
132	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
133	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
134	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
135	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0

	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
TASK	N	%	H	D	T	R	?	O	%T	MO	%	N	%	I	T	M	D	?	O	%T	MO	%
136	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
137	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
138	6	15.0*	2	0	4	0	0	0	66.7	T	66.7	0	0.0	0	0	0	0	0	0	0.0		0.0
139	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
140	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
141	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
142	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
143	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
144	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
145	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
146	0	0.0	0	0	0	0	0	0	0.0		0.0	2	5.0	1	0	0	0	1	0	0.0	I?	50.0
147	4	10.0*	0	1	2	0	1	0	50.0	T	50.0	3	7.5	0	1	0	1	1	0	33.3	MM	0.0
148	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
149	0	0.0	0	0	0	0	0	0	0.0		0.0	2	5.0	0	1	0	0	0	1	50.0	TO	50.0
150	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
151	1	2.5	0	1	0	0	0	0	0.0	D	100.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
152	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
153	6	15.0*	2	3	0	0	1	0	0.0	[illegible]	50.0	7	17.5*	1	2	2	2	0	0	28.6	MM	0.0
154	3	7.5	0	0	2	0	0	0	100.0	[illegible]	100.0	5	12.5*	1	4	0	0	0	0	80.0	T	80.0
155	1	2.5	1	0	0	0	0	0	0.0	H	100.0	3	7.5	1	2	0	0	0	0	66.7	T	66.7
156	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
157	0	0.0	0	0	0	0	0	0	0.0		0.0	3	7.5	2	1	0	0	0	0	33.3	I	66.7
158	1	2.5	0	0	0	0	1	0	0.0	?	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
159	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
160	1	2.5	0	1	0	0	0	0	0.0	D	100.0	2	5.0	1	1	0	0	0	0	50.0	IT	50.0
161	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
162	2	5.0	0	1	1	0	0	0	50.0	DT	50.0	0	0.0	[illegible]	0	0	0	0	0	0.0		0.0
163	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	[illegible]	0	0	0	0	0	0.0		0.0
164	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	[illegible]	0	0	0	1	0	0.0	?	100.0
165	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
166	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
167	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
168	2	5.0	1	1	0	0	0	0	0.0	HD	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
169	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
170	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0

	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
TASK	N	%	M	D	T	R	?	O	%T	MO	%	N	%	I	T	M	D	?	O	%T	MO	%
171	3	7.5	0	1	1	0	0	0	50.0	DT	50.0	3	7.5	0	2	0	1	0	0	66.7	T	66.7
172	6	15.0	3	0	3	0	0	0	50.0	HT	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
173	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
174	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
175	3	7.5	1	0	2	0	0	0	66.7	T	66.7	2	5.0	0	0	1	0	1	0	0.0	M?	50.0
176	7	17.5*	1	0	6	0	0	0	85.7	T	85.7	2	5.0	0	2	0	0	0	0	100.0	T	100.0
177	2	5.0	0	0	2	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
178	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
179	11	27.5*	1	0	8	1	0	1	72.7	T	72.7	17	42.5*	1	15	0	1	0	0	88.2	T	88.2
180	6	15.0*	0	0	6	0	0	0	100.0	T	100.0	16	40.0*	0	13	0	3	0	0	81.3	T	81.3
181	6	15.0*	2	0	4	0	0	0	66.7	T	66.7	0	0.0	0	0	0	0	0	0	0.0		0.0
182	4	10.0*	0	0	4	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
183	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
184	4	10.0*	0	0	4	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
185	5	12.5*	0	0	5	0	0	0	100.0	T	100.0	3	7.5	1	1	0	1	0	0	33.3	MM	0.0
186	5	12.5*	0	0	5	0	0	0	100.0	T	100.0	5	12.5*	0	3	0	2	0	0	60.0	T	60.0
187	3	7.5	0	0	3	0	0	0	100.0	T	100.0	5	12.5*	0	2	0	3	0	0	40.0	D	60.0
188	2	5.0	0	0	2	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
189	6	15.0*	0	0	6	0	0	0	100.0	T	100.0	8	20.0*	2	6	0	0	0	0	75.0	T	75.0
190	3	7.5	0	0	3	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
191	5	12.5*	0	0	5	0	0	0	100.0	T	100.0	5	12.5*	0	3	0	2	0	0	60.0	T	60.0
192	4	10.0*	0	0	4	0	0	0	100.0	T	100.0	8	20.0*	2	5	0	0	0	1	62.5	T	62.5
193	3	7.5	0	0	3	0	0	0	100.0	T	100.0	3	7.5	1	2	0	0	0	0	66.7	T	66.7
194	2	5.0	0	0	2	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
195	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
196	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
197	1	2.5	1	0	0	0	0	0	0.0	M	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
198	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
199	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
200	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
201	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
202	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
203	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
204	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
205	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0

TASK	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
	N	%	H	D	T	R	?	O	%T	MO	%	N	%	I	T	M	D	?	O	%T	MO	%
206	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
207	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
208	4	10.0*	0	0	4	0	0	0	100.0	T	100.0	4	10.0*	0	4	0	0	0	0	100.0	T	100.0
209	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
210	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
211	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
212	2	5.0	0	0	2	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
213	3	7.5	1	1	1	0	0	0	33.3	MM	0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
214	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	0	1	0	0	0.0	D	100.0
215	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
216	1	2.5	0	0	1	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
217	1	2.5	0	0	1	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
218	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
219	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
220	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
221	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
222	1	2.5	0	0	1	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
223	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
224	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
225	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
226	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
227	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
228	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
229	2	5.0	0	0	2	0	0	0	100.0	T	100.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
230	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
231	2	5.0	1	1	0	0	0	0	0.0	HD	50.0	2	5.0	1	0	1	0	0	0	0.0	IM	50.0
232	1	2.5	0	1	0	0	0	0	0.0	D	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
233	2	5.0	1	0	1	0	0	0	50.0	HT	50.0	3	7.5	0	2	0	1	0	0	66.7	T	66.7
234	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
235	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
236	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
237	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
238	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
239	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
240	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0

	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
TASK	N	%	H	D	T	R	?	O	%T	MO	%	N	%	I	T	M	D	?	O	%T	MO	%
241	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
242	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
243	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
244	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
245	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
246	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
247	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
248	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
249	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
250	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
251	2	5.0	0	1	1	0	0	0	50.0	DT	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
252	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
253	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
254	1	2.5	0	1	0	0	0	0	0.0	D	100.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
255	1	2.5	0	0	1	0	0	0	100.0	T	100.0	1	2.5	0	0	0	1	0	0	0.0	D	100.0
256	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
257	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
258	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
259	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
260	2	5.0	0	0	2	0	0	0	100.0	T	100.0	2	5.0	0	1	0	0	0	1	50.0	TO	50.0
261	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
262	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
263	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
264	2	5.0	0	2	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
265	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
266	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
267	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
268	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
269	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
270	2	5.0	0	0	2	0	0	0	100.0	T	100.0	2	5.0	1	0	0	0	0	0	0.0	I	100.0
271	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
272	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
273	1	2.5	1	0	0	0	0	0	0.0	H	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
274	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
275	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0

TASK	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
	N	%	H	D	T	R	?	O	%T	MO	%	N	%	I	T	M	D	?	O	%T	MO	%
276	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
277	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
278	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
279	3	7.5	1	0	2	0	0	0	66.7	T	66.7	0	0.0	0	0	0	0	0	0	0.0		0.0
280	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
281	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
282	0	0.0	0	0	0	0	0	0	0.0		0.0	[illegible]	2.5	1	0	0	0	0	0	0.0	I	100.0
283	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
284	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
285	3	7.5	0	0	3	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
286	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
287	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
288	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
289	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
290	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
291	2	5.0	1	0	1	0	0	0	50.0	HT	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
292	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
293	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
294	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
295	2	5.0	0	0	2	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
296	1	2.5	1	0	0	0	0	0	0.0	H	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
297	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
298	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
299	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
300	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
301	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
302	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
303	4	10.0*	1	0	1	0	1	1	25.0	MM	0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
304	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	0	1	0	0	0.0	D	100.0
305	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
306	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
307	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
308	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
309	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
310	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0

	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
TASK	N	%	H	D	T	R	?	O	%T	MO	%	N	%	I	T	M	D	?	O	%T	MO	%
311	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
312	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
313	2	5.0	0	1	1	0	0	0	50.0	DT	50.0	1	2.5	0	0	0	1	0	0	0.0	D	100.0
314	2	5.0	0	1	1	0	0	0	50.0	DT	50.0	2	5.0	0	1	0	1	0	0	50.0	TD	50.0
315	4	10.0*	1	0	3	0	0	0	75.0	T	75.0	5	12.5*	0	4	0	0	0	1	80.0	T	80.0
316	2	5.0	0	0	2	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
317	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
318	1	2.5	1	0	0	0	0	0	0.0	H	100.0	4	10.0*	1	2	0	1	0	0	50.0	T	50.0
319	3	7.5	0	0	3	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
320	7	17.5*	2	0	5	0	0	0	71.4	T	71.4	7	17.5*	2	1	1	0	2	1	14.3	I?	28.6
321	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	0	1	0	0	0.0	D	100.0
322	3	7.5	0	0	3	0	0	0	100.0	T	100.0	3	7.5	0	2	0	1	0	0	66.7	T	66.7
323	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
324	3	7.5	0	0	3	0	0	0	100.0	T	100.0	4	10.0*	0	3	0	0	1	0	75.0	T	75.0
325	0	0.0	0	0	0	0	0	0	0.0		0.0	3	7.5	1	1	1	0	0	0	33.3	MM	0.0
326	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
327	7	17.5*	0	1	6	0	0	0	85.7	T	85.7	4	10.0*	0	1	0	0	0	2	33.3	O	66.7
328	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
329	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
330	2	5.0	0	1	1	0	0	0	50.0	DT	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
331	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
332	0	0.0	0	0	0	0	0	0	0.0		0.0	2	5.0	0	0	0	1	0	1	0.0	DO	50.0
333	1	2.5	0	0	1	0	0	0	100.0	T	100.0	3	7.5	0	1	1	0	0	1	33.3	MM	0.0
334	2	5.0	0	0	1	0	1	0	50.0	T?	50.0	6	15.0*	0	1	1	4	0	0	16.7	D	66.7
335	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
336	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
337	1	2.5	1	0	0	0	0	0	0.0	H	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
338	5	12.5*	1	1	3	0	0	0	60.0	T	60.0	1	2.5	0	0	0	0	0	1	0.0	O	100.0
339	1	2.5	1	0	0	0	0	0	0.0	H	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
340	2	5.0	1	0	1	0	0	0	50.0	HT	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
341	2	5.0	1	0	1	0	0	0	50.0	HT	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
342	3	7.5	0	2	1	0	0	0	33.3	D	66.7	2	5.0	0	0	0	2	0	0	0.0	D	100.0
343	3	7.5	1	1	1	0	0	0	33.3	MM	0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
344	1	2.5	0	0	1	0	0	0	100.0	T	100.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
345	1	2.5	0	0	0	0	0	1	0.0	O	100.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0

	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
TASK	N	%	M	D	T	R	.	O	%T	MO	%	N	%	I	T	M	D	?	U	%T	MO	%
346	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
347	2	5.0	1	0	1	0	0	0	50.0	MT	50.0	3	7.5	3	0	0	0	0	0	0.0	I	100.0
348	0	0.0	0	0	0	0	0	0	0.0		0.0	3	7.5	0	1	0	1	0	1	33.3	MM	0.0
349	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
350	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
351	4	10.0*	4	0	0	0	0	0	0.0	M	100.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
352	1	2.5	0	0	0	0	0	1	0.0	O	100.0	2	5.0	1	0	0	0	1	0	0.0	I?	50.0
353	0	0.0	0	0	0	0	0	0	0.0		0.0	2	5.0	2	0	0	0	0	0	0.0	I	100.0
354	3	7.5	0	0	3	0	0	0	100.0	T	100.0	3	7.5	0	2	0	0	0	0	100.0	T	100.0
355	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
356	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
357	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
358	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
359	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	0	0	0	1	0.0	U	100.0
360	1	2.5	1	0	0	0	0	0	0.0	M	100.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
361	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
362	1	2.5	0	0	1	0	0	0	100.0	T	100.0	3	7.5	2	1	0	0	0	0	33.3	I	66.7
363	1	2.5	0	1	0	0	0	0	0.0	D	100.0	2	5.0	2	0	0	0	0	0	0.0	I	100.0
364	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
365	0	0.0	0	0	0	0	0	0	0.0		0.0	2	5.0	0	2	0	0	0	0	100.0	T	100.0
366	3	7.5	2	0	1	0	0	0	33.3	M	66.7	2	5.0	0	2	0	0	0	0	100.0	T	100.0
367	6	15.0*	3	0	3	0	0	0	50.0	MT	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
368	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
369	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
370	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	0	0	0	0	0.0		0.0
371	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	0	0	0	0	0.0		0.0
372	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
373	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
374	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
375	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
376	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
377	2	5.0	0	0	2	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
378	3	7.5	1	0	1	0	0	0	50.0	MT	50.0	0	0.0	0	0	0	0	0	0	0.0		0.0
379	0	0.0	0	0	0	0	0	0	0.0		0.0	2	5.0	0	0	1	1	0	0	0.0	MD	50.0
380	3	7.5	0	0	2	0	0	0	100.0	T	100.0	2	5.0	0	2	0	0	0	0	100.0	T	100.0

	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
TASK	N	%	H	D	T	R	?	O	%	MO	%	N	%	I	T	M	D	?	O	%T	MO	%
381	2	5.0	1	0	1	0	0	0	50.0	HT	50.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
382	3	7.5	2	0	1	0	0	0	33.3	H	66.7	0	0.0	0	0	0	0	0	0	0.0		0.0
383	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
384	5	12.5*	3	0	1	0	0	0	25.0	H	75.0	2	5.0	0	2	0	0	0	0	100.0	T	100.0
385	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
386	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
387	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
388	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
389	3	7.5	2	0	1	0	0	0	33.3	H	66.7	5	12.5*	0	4	0	1	0	0	80.0	T	80.0
390	1	2.5	0	0	0	0	0	1	0.0	O	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
391	5	12.5*	2	1	2	0	0	0	40.0	HT	40.0	2	5.0	0	0	0	2	0	0	0.0	D	100.0
392	7	17.5*	1	0	6	0	0	0	85.7	T	85.7	8	20.0*	2	2	0	0	4	0	25.0	?	50.0
393	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
394	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
395	1	2.5	0	0	1	0	0	0	100.0	T	100.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
396	2	5.0	0	0	2	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
397	2	5.0	0	0	2	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
398	2	5.0	0	0	2	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
399	3	7.5	0	0	3	0	0	0	100.0	T	100.0	2	5.0	0	1	0	1	0	0	50.0	TD	50.0
400	5	12.5*	0	0	5	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
401	4	10.0*	1	0	3	0	0	0	75.0	T	75.0	3	7.5	0	3	0	0	0	0	100.0	T	100.0
402	0	0.0	0	0	0	0	0	0	0.0		0.0	2	5.0	1	0	0	0	0	0	0.0	I	100.0
403	1	2.5	0	0	1	0	0	0	100.0	T	100.0	3	7.5	0	1	0	2	0	0	33.3	D	66.7
404	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	0	0	0	0	0.0		0.0
405	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
406	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
407	0	0.0	0	0	0	0	0	0	0.0		0.0	2	5.0	0	1	0	0	0	1	50.0	TO	50.0
408	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
409	5	12.5*	1	0	4	0	0	0	80.0	T	80.0	0	0.0	0	0	0	0	0	0	0.0		0.0
410	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
411	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
412	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
413	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
414	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0
415	1	2.5	0	0	1	0	0	0	100.0	T	100.0	1	2.5	0	1	0	0	0	0	100.0	T	100.0

TASK	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
	N	%	H	D	T	R	?	O	%T	MO	%	N	%	I	T	M	D	?	O	%T	MO	%
416	0	0.0	0	0	0	0	0	0	0.0		0.0	2	5.0	0	2	0	0	0	0	100.0	T	100.0
417	3	7.5	1	0	2	0	0	0	66.7	T	66.7	0	0.0	0	0	0	0	0	0	0.0		0.0
418	3	7.5	1	1	1	0	0	0	33.3	MM	0.0	1	2.5	0	0	0	0	0	0	0.0		0.0
419	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
420	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
421	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
422	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	0	0	0	0	0.0		0.0
423	3	7.5	0	0	2	1	0	0	66.7	T	66.7	3	7.5	0	3	0	0	0	0	100.0	T	100.0
424	2	5.0	1	0	0	0	0	1	0.0	HO	50.0	5	12.5*	1	2	0	0	2	0	40.0	T?	40.0
425	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
426	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
427	1	2.5	1	0	0	0	0	0	0.0	H	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
428	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
429	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
430	11	27.5*	1	2	6	2	0	0	54.5	T	54.5	6	15.0*	4	1	1	0	0	0	16.7	I	66.7
431	2	5.0	0	0	2	0	0	0	100.0	T	100.0	2	5.0	1	0	1	0	0	0	0.0	IM	50.0
432	1	2.5	0	0	1	0	0	0	100.0	T	100.0	2	5.0	0	0	2	0	0	0	0.0	M	100.0
433	10	25.0*	3	1	5	0	1	0	50.0	T	50.0	9	22.5*	2	3	3	0	0	1	33.3	IM	33.3
434	1	2.5	0	0	1	0	0	0	100.0	T	100.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
435	1	2.5	0	0	1	0	0	0	100.0	T	100.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
436	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
437	3	7.5	1	0	2	0	0	0	66.7	T	66.7	2	5.0	0	0	0	1	0	1	0.0	DO	50.0
438	5	12.5*	2	0	3	0	0	0	60.0	T	60.0	6	15.0*	2	1	2	0	0	0	20.0	IM	40.0
439	2	5.0	0	1	1	0	0	0	50.0	DT	50.0	1	2.5	0	0	0	0	0	1	0.0	O	100.0
440	1	2.5	0	0	1	0	0	0	100.0	T	100.0	2	5.0	0	0	2	0	0	0	0.0	M	100.0
441	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
442	1	2.5	1	0	0	0	0	0	0.0	H	100.0	4	10.0*	0	2	2	0	0	0	50.0	TM	50.0
443	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
444	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
445	3	7.5	1	0	2	0	0	0	66.7	T	66.7	3	7.5	2	0	1	0	0	0	0.0	I	66.7
446	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
447	0	0.0	0	0	0	0	0	0	0.0		0.0	5	12.5*	3	0	1	1	0	0	0.0	I	60.0
448	1	2.5	1	0	0	0	0	0	0.0	H	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
449	1	2.5	0	0	1	0	0	0	100.0	T	100.0	4	10.0*	2	0	2	0	0	0	0.0	IM	50.0
450	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0

TASK	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
	N	%	H	D	T	R	?	O	%T	MO	%	N	%	I	T	M	D	?	O	%T	MO	%
451	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
452	0	0.0	0	0	0	0	0	0	0.0		0.0	3	7.5	0	1	2	0	0	0	33.3	M	66.7
453	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
454	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
455	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
456	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
457	1	2.5	1	0	0	0	0	0	0.0	H	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
458	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
459	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
460	1	2.5	0	1	0	0	0	0	0.0	D	100.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
461	0	0.0	0	0	0	0	0	0	0.0		0.0	2	5.0	1	0	1	0	0	0	0.0	IM	50.0
462	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
463	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
464	3	7.5	2	0	1	0	0	0	33.3	H	66.7	0	0.0	0	0	0	0	0	0	0.0		0.0
465	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
466	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
467	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
468	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
469	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	1	0	0	0	0	0	0.0	I	100.0
470	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
471	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
472	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
473	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
474	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
475	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
476	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
477	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
478	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
479	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
480	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
481	0	0.0	0	0	0	0	0	0	0.0		0.0	2	5.0	0	0	2	0	0	0	0.0	M	100.0
482	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
483	0	0.0	0	0	0	0	0	0	0.0		0.0	1	2.5	0	0	1	0	0	0	0.0	M	100.0
484	1	2.5	0	0	0	0	0	1	0.0	O	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
485	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0

	POSSIBLE TO IMPROVE		DISTRIBUTION OF MEANS FOR IMPROVEMENT							MODE		POORLY PERFORMED		DISTRIBUTION OF REASONS FOR POOR PERFORMANCE							MODE	
TASK	N	%	M	D	T	R	?	O	%T	MO	%	N	%	I	T	M	D	?	O	%T	MO	%
486	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
487	1	2.5	0	1	0	0	0	0	0.0	D	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
488	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
489	3	7.5	0	0	3	0	0	0	100.0	T	100.0	2	5.0	1	1	0	0	0	0	50.0	IT	50.0
490	1	2.5	0	0	1	0	0	0	100.0	T	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
491	0	0.0	0	0	0	0	0	0	0.0		0.0	0	0.0	0	0	0	0	0	0	0.0		0.0
492	1	2.5	0	0	0	0	0	1	0.0	O	100.0	0	0.0	0	0	0	0	0	0	0.0		0.0
	TOTALS:		120	91	368	13	19	12						104	238	75	84	18	27			

Table C-8

Summary of Tasks by Percent of Workers Performing

Based on the 60 workers in Group 1 answering Question 1, Table C-8 summarizes the tasks performed by varying percentages of those persons. This shows 269 of the 492 tasks were performed by fewer than 20% of the workers. Tasks on which 50% or more of the workers indicated performance numbered 108.

TASK INVENTORY DATA SUMMARY
SECRETARIES - COMPOSITE

TABLE 8: SUMMARY OF TASKS BY
(Q1) PERCENT PERFORMING

PERCNTAGE RANGE	NO. TASKS	TASK NUMBERS
0 - 9	165	1 10 13 21 23 24 28 41 45 46 51 53 55 57 60 64 66 67 68 69 70 71 73 80 81 85 87 93 94 102 103 106 111 114 117 122 124 130 131 134 136 137 140 143 145 146 150 151 156 158 162 165 169 170 171 173 177 178 183 188 195 199 200 201 202 204 207 209 210 211 212 214 216 217 220 222 223 224 225 226 227 232 234 236 238 241 245 246 247 248 252 253 255 256 257 258 259 260 261 265 266 268 269 270 271 272 273 277 278 280 281 283 286 287 288 289 291 292 293 294 297 298 299 300 301 302 305 306 307 308 309 310 313 317 318 321 332 364 369 370 371 372 374 379 383 385 387 410 413 416 421 422 425 431 436 441 446 451 454 455 472 473 474 478 488
10 - 19	104	8 9 12 14 19 22 31 32 33 35 40 43 47 49 52 54 56 58 65 79 88 89 91 95 101 105 108 109 110 112 116 127 129 132 139 144 148 152 155 160 166 167 168 174 184 194 197 203 205 206 215 218 221 228 230 235 240 242 243 244 249 250 251 254 262 263 264 267 274 275 276 282 285 290 303 304 311 312 314 315 316 319 355 357 368 373 381 388 396 403 405 412 415 419 426 427 428 434 444 450 453 465 468 487
20 - 29	57	2 3 4 18 20 25 29 30 42 50 59 74 82 97 98 99 104 113 115 133 141 157 159 164 172 182 191 196 198 213 219 239 295 322 323 324 326 328 350 358 377 382 397 400 414 429 432 435 443 448 456 457 461 463 471 486 490
30 - 39	32	5 11 26 39 44 63 72 90 107 119 123 125 142 161 175 176 208 229 231 233 237 279 335 337 365 378 408 452 467 469 475 479
40 - 49	26	15 17 36 37 75 76 77 83 100 118 121 126 154 163 181 284 320 325 334 341 354 359 406 477 480 491
50 - 59	26	6 16 61 78 84 92 120 135 147 166 187 193 296 380 391 398 399 440 442 459 464 476 482 483 485 492
60 - 69	29	7 27 34 48 86 96 138 149 153 185 189 190 329 331 336 342 347 353 363 366 386 390 417 423 424 439 447 484 489
70 - 79	24	62 128 180 192 340 349 351 352 360 375 376 389 404 409 411 418 430 433 445 449 458 460 462 481
80 - 89	15	38 179 330 333 338 343 345 356 393 394 407 420 437 466 470
90 -100	14	327 339 344 346 348 361 362 367 384 392 395 401 402 438

Table C-9

Summary of Tasks by Percent of Supervisors Desiring Performance

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Based on all 80 supervisors in both Groups 1 and 2 answering Question 2, Table C-9 summarizes the tasks that varying percentages of those persons said should be performed by their workers. The table notes 247 of the 492 tasks were checked as relevant by fewer than 20% of the supervisors. Tasks on which 50% or more of the supervisors desired performance numbered 119.

TASK INVENTORY DATA SUMMARY
SECRETARIES - COMPOSITE

TABLE 9: SUMMARY OF TASKS BY
(Q2) PRCNT DESIRING PERF

PERCNTAGE RANGE	NO. TASKS	TASK NUMBERS
0 - 9	140	28 46 54 60 64 68 70 71 73 85 87 93 94 103 106 124 130 134 136 137 139 143 145 146 148 150 151 168 178 183 195 197 199 200 201 202 203 204 205 206 207 209 210 211 212 214 215 216 217 218 220 222 223 224 225 226 227 228 232 234 235 236 238 240 241 242 243 244 245 246 247 248 249 250 253 256 257 258 259 260 261 262 263 265 266 267 268 269 271 272 273 275 276 277 278 280 281 283 286 287 288 291 292 293 294 297 300 301 304 305 306 307 308 309 310 312 321 328 332 357 364 368 369 371 372 374 383 385 387 412 413 416 419 421 436 451 454 455 473 488
10 - 19	107	1 8 10 13 14 19 21 24 29 31 32 41 42 45 47 51 52 53 55 56 57 66 67 69 79 80 88 91 95 97 99 101 102 111 114 117 122 127 131 132 140 144 158 159 160 162 165 166 167 169 170 173 174 177 188 194 213 219 221 230 251 252 255 264 270 274 282 285 289 290 298 299 302 311 313 316 317 324 326 350 355 370 373 379 388 405 410 414 415 422 425 426 427 428 431 432 441 446 450 453 463 465 468 472 474 478 487
20 - 29	58	2 4 12 23 30 33 35 40 43 65 81 89 90 98 105 108 110 112 115 119 129 133 141 152 155 156 161 164 176 184 196 198 208 239 254 279 295 303 314 315 318 319 358 365 [illegible] 382 397 403 429 434 444 456 457 461 469 471 486 490
30 - 39	43	9 18 20 22 25 26 39 44 49 50 58 59 63 83 109 116 118 123 142 149 157 163 171 172 182 191 229 233 323 334 335 378 381 396 398 400 408 435 443 448 475 482 491
40 - 49	25	5 17 36 37 72 74 82 84 100 104 107 125 126 147 154 175 284 322 325 337 354 467 477 479 480
50 - 59	35	3 11 15 77 92 113 120 121 135 153 181 186 231 237 296 329 331 336 341 342 359 366 380 386 391 399 442 452 459 464 466 476 483 484 492
60 - 69	34	6 7 16 34 48 62 75 76 96 138 185 187 189 190 193 320 349 351 353 375 376 390 394 406 409 417 430 439 440 449 458 460 481 485
70 - 79	23	27 61 78 86 128 179 180 192 347 360 363 389 393 404 420 423 424 433 438 445 447 462 489
80 - 89	20	38 330 333 339 343 344 345 346 352 356 361 362 392 395 402 407 411 418 437 470
90 -100	7	327 338 340 348 367 384 401

APPENDIX D

TASK STATEMENTS NOT INCLUDED IN TABLE 1

Table 1 contains only those 297 tasks which were judged to be of reasonable relevance to the occupation of General Secretary. Other tasks in the total listing of 492 secretarial science tasks were apparently more appropriate to other job types within the occupational field. These 195 omitted tasks are listed here to permit identification with data in Appendix C.

These 195 tasks were the ones on which large numbers of either the workers or the supervisors indicated that the task was not or should not be performed by General Secretaries. This selection was made when less than 10% of the Group 1 workers indicated they perform a task (Question 1), or less than 1[illegible] of all supervisors indicated their workers should perform a task (Question 2). Thus, if more than five workers and more than seven supervisors had checked a task, then it was included in the Table 1 summaries.

	Percent Who Now Do	
	Actual, by Workers	Desired by Supervisors
DUTY A: ORGANIZING AND PLANNING	%	%
1. Advise contractors on procedures, limitations, requirements and delivery schedules.	3	15
10. Decide charges on work done.	5	16
13. Determine eligibility of individuals for training.	2	18
21. Draft policy recommendations for submission to higher authority.	8	19
23. Establish operating procedures for suspense files.	5	21

		Actual, by Workers %	Desired by Supervisors %
24.	Establish performance standards.	0	14
28.	Help plan advertising campaigns.	5	6
41.	Prepare bids (for contract).	7	12
45.	Revise the organizational structure of clerical employees.	8	14
46.	Secure quotations from brokers.	3	9
51.	Schedule on-the-job training.	3	18
DUTY B:	SUPERVISING AND IMPLEMENTING		
53.	Address a meeting of employees.	2	12
54.	Apply for group insurance.	13	8
55.	Approve requisitions made out by others.	5	10
57.	Assign personnel to job positions.	2	15
60.	Buy bonds upon request of employer.	5	8
64.	Compose legal papers.	7	8
66.	Conduct conferences or briefings.	0	10
67.	Conduct personnel meetings.	2	10
68.	Conduct personnel utilization surveys.	0	5
69.	Counsel and advise personnel on training programs.	2	14
70.	Counsel personnel on promotion criteria and status.	0	4
71.	Discharge employees.	2	5

		Actual, by Workers %	Desired by Supervisors %
73.	Give dictation to other office workers.	2	9
80.	Initiate request for personnel replacements.	7	12
81.	Investigate causes of trouble between employees.	8	21
85.	Operate public-address system.	7	9
87.	Oversee workmen (e.g., carpenters, electricians).	3	9
93.	Prepare and review registers of transactions.	5	9
94.	Prepare proxies.	7	4
102.	Reprimand employees.	3	12
103.	Select individuals for specialized training.	0	8
106.	Sell stocks upon request of employer.	2	2
111.	Supervise the preparation of contracts or purchase orders.	5	14
114.	Supervise the maintenance of publications in stock.	0	16
117.	Supervise stenographers.	2	10
DUTY C:	COORDINATING AND PERFORMING PERSONAL ACTIVITIES FOR EMPLOYER		
122.	Arrange with bank for funds to be wired or cabled.	5	10
124.	Balance employer's personal checking account.	3	5
130.	Keep lists of employer's personal property up to date.	7	5

		Actual, by Workers %	Desired by Supervisors %
131.	Keep list of credit card numbers.	5	14
134.	Make arrangements for repairs on employer's personal property (car).	5	1
136.	Make list of personal stocks, notes, or collateral of employer.	0	4
137.	Make out household or personal checks for employer.	5	2
139.	Obtain credit cards for employer.	12	9
140.	Obtain information and papers for foreign travel for employer.	7	12
143.	Pick up and deliver employer at airport.	3	6
145.	Record stock quotations--watch market.	0	2
146.	Scan newspapers, magazines, and trade journals for employer.	7	8
148.	Shop for employer.	17	8
150.	Sign personal checks for employer.	3	1
151.	Take care of employer's personal insurance (e.g., auto, life or home).	5	4
DUTY D:	INSPECTING AND EVALUATING		
156.	Evaluate employee's work.	7	25
158.	Evaluate training effectiveness.	0	11
162.	Inspect tally sheets on various jobs.	7	11
165.	Investigate reference (personal or financial).	8	11

		Actual, by Workers %	Desired by Supervisors %
168.	Review records for compliance with labor laws.	10	8
169.	Review training progress of employees.	2	12
DUTY E:	TRAINING		
170.	Administer or proctor personnel tests.	8	15
171.	Conduct on-the-job training of office personnel.	5	34
173.	Demonstrate how to locate technical information.	7	18
177.	Prepare manuscripts for training sessions.	5	14
178.	Teach training class of employees.	2	9
DUTY F:	PERFORMING STENOGRAPHIC ACTIVITIES		
183.	Operate shorthand machine.	2	6
188.	Transcribe (type) from shorthand machine tape (stenograph).	7	14
DUTY G:	PERFORMING BOOKKEEPING AND ACCOUNTING ACTIVITIES		
195.	Act as deputy on safe deposit box.	5	6
197.	Administer small purchases such as credit card charges and blanket purchase agreements.	12	8
199.	Approve customers' checks, charge purchases, etc.	8	9
200.	Approve monthly group insurance bills.	7	2

		Actual, by Workers %	Desired by Supervisors %
201.	Age the accounts receivable.	3	2
202.	Arrange for insurance policies.	7	5
203.	Ascertain availability of funds.	10	9
204.	Do preliminary work for income tax return.	7	4
205.	Calculate deductions (Income Tax, FICA, Insurance).	13	1
206.	Close ledger accounts.	15	6
207.	Control the safekeeping of monies, bonds, or sealed bids.	8	8
209.	Compute amount and percent of markup or loss.	5	1
210.	Compute depreciation.	3	1
211.	Compute dividends.	3	1
212.	Compute interest rates.	3	4
214.	Compute property or income taxes.	3	2
215.	Compute sales tax.	12	8
216.	Compute trade and cash discount.	3	9
217.	Convert figures to metric system.	2	4
218.	Count money to verify cash register returns.	10	9
220.	Deposit wills and valuables for clients.	5	1
222.	Establish depreciation schedules for equipment.	3	4
223.	Figure discount on maturity rates.	2	1

		Actual, by Workers %	Desired by Supervisors %
224.	Figure extensions.	5	5
225.	Figure insurance rates.	2	2
226.	Figure inventory (value).	3	9
227.	Figure market value of investment and portfolios.	2	1
228.	Handle collection of outstanding debts (accounts receivable).	13	4
232.	Interpret financial figures into a summary statement.	7	9
234.	Keep books which supply data for income tax for company, trusts, etc.	7	2
235.	Keep cash account.	13	6
236.	Keep charts of sales records.	8	6
238.	Keep insurance register.	0	2
240.	Keep record of territory assigned salesmen.	10	2
241.	Keep records pertaining to employees belonging to unions.	2	4
242.	Keep records pertaining to FICA tax (Social Security).	12	4
243.	Keep records pertaining to state and federal unemployment tax.	10	2
244.	Keep records pertaining to income taxes.	10	2
245.	Keep records pertaining to sales tax.	8	4
246.	Keep records pertaining to State Industrial Insurance.	0	2
247.	Keep records of bad debts.	3	2

		Actual, by Workers %	Desired by Supervisors %
248.	Keep wage and sales comparison records.	7	1
249.	Maintain individual employee's earnings records.	15	5
250.	Maintain list of authorized signatures.	10	9
252.	Maintain price lists and make necessary changes.	5	11
253.	Maintain records on rental real estate.	2	4
255.	Make arrangements for freight express.	3	12
256.	Make "combined-journal" entries.	3	4
257.	Make contracts for supplies, services, etc.	7	9
258.	Make decisions on discounts allowable.	2	6
259.	Make entries directly to accounts if business does not use journals.	3	4
260.	Make financial graphs.	8	8
261.	Make lists of contents of office safe or safe deposit box and keep it up to date.	0	8
262.	Make out monthly statements.	17	5
263.	Make out withholding tax statements at the end of year (W-2 forms).	12	2
265.	Operate check writer protector.	8	2
266.	Operate classification boards.	0	1
267.	Operate full-bank adding machine.	10	8
268.	Post data on daily sales sheets by department.	5	4

		Actual, by Workers %	Desired by Supervisors %
269.	Post (transfer) entries from journals to a ledger (group of accounts).	7	6
270.	Prepare accounting data for transmittal to computer center.	5	10
271.	Prepare a trial balance at end of month of fiscal period (prove equality in ledger).	7	5
272.	Prepare balance sheet.	7	5
273.	Prepare capital statement.	0	2
275.	Prepare expense reports to clear company advances.	10	9
276.	Prepare journal or ledger entries.	10	6
277.	Prepare post and closing trial balance.	2	2
278.	Prepare profit and loss statement (Income Statement).	2	1
280.	Prepare salemen's commission statements.	7	1
281.	Prepare sales slips.	2	8
283.	Prove cash daily.	5	6
286.	Record cash register tapes.	2	4
287.	Record daily sales on unit control forms.	3	1
288.	Record daily shipments.	8	6
289.	Record inventory records on proper forms.	7	12
291.	Receive and disburse trust memos.	2	4
292.	Receive and disburse funds for guardianships and estates.	3	1

		Actual, by Workers %	Desired by Supervisors %
293.	Rule journals or ledger accounts.	5	4
294.	Secure letters of credit from banks.	3	5
297.	Send out credit memos for goods returned.	5	5
298.	Send out invoices for payment due.	7	10
299.	Sign checks.	7	10
300.	Systematize and record items deductible from income tax on business.	2	1
301.	Take care of bankbook.	2	8
302.	Take care of checkbook and stubs.	7	12
304.	Total weekly or monthly sales.	10	6
305.	Type bank reconciliations.	2	1
306.	Use check register.	5	4
307.	Use ledger accounts with "balance" column (balance form).	8	6
308.	Use voucher register.	2	4
309.	Work with city or county tax statements.	5	4
310.	Work with subsidiary ledgers.	0	1
312.	Write checks for payroll.	12	1
DUTY H:	PREPARING FORMS AND PUBLICATIONS		
313.	Compose news items or magazine articles (newspapers, trade publications, house organs, etc.).	8	10

		Actual, by Workers	Desired by Supervisors
		%	%
317.	Operate illuminated drawing board (mimeoscope).	3	12
318.	Prepare or revise pamphlets and catalogs.	8	24
321.	Plan layout and makeup.	5	8
DUTY I:	PERFORMING RECEPTIONIST ACTIVITIES		
328.	Assist with publicity for charity and other drives.	25	8
332.	Give news information to reporters.	5	8
DUTY J:	PERFORMING CLERICAL ACTIVITIES		
357.	Have legal papers recorded.	15	9
364.	Operate addressograph.	7	5
368.	Operate key-driven machine (such as comptometer).	10	6
369.	Operate key punch machine.	3	4
370.	Operate microfilm reader.	8	12
371.	Operate microfilm recorder.	2	5
372.	Operate microfilm reproducer.	3	8
374.	Operate offset duplicator (e.g., multilith).	2	8
379.	Operate switchboard (PBX).	8	16
383.	Operate teletype.	3	6
385.	Operate vari-type machine.	3	4
387.	Prepare code sheets for converting personnel data to punch cards.	8	6

		Actual, by Workers %	Desired by Supervisors %
410.	Type insurance policies or forms.	7	11
412.	Type legal acknowledgements.	13	6
413.	Type legal affidavits.	8	5
416.	Type legal sales contracts.	8	9
419.	Type powers of attorney.	12	6
421.	Type real estate papers.	5	4
422.	Use microfilm equipment.	5	12
425.	Verify and update information on punch cards and machine listing.	7	14

DUTY K: MAINTAINING FILES AND LIBRARY

431.	Establish or maintain a reference library.	8	19
436.	Establish operating procedures for reference libraries.	0	6
441.	Maintain library card catalog.	5	11
446.	Revise stock lists.	7	12
451.	Submit receiving reports for new library books.	2	6
454.	Use magnetic filing equipment.	0	0
455.	Use motorized filing equipment.	0	4

DUTY L: PERFORMING MAIL ROOM ACTIVITIES

472.	Operate and keep postage meter record.	5	19
473.	Operate automatic letter opener.	7	5
474.	Operate mailing sealer	5	14
478.	Recall mail from post office.	7	15
488.	Use franking-permit privileges (right to send free mail).	3	8

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